

GREEN SCHOOL OPERATIONS

The Governing Board believes everyone has a responsibility to be a steward of the environment and desires to integrate environmental accountability into all district programs and operations. The Superintendent or designee shall develop strategies to promote district use of "green" school principles and practices in order to conserve natural resources, reduce the impact of district operations on the environment, and protect the health of students, staff, and the community.

In developing such strategies and assessing the environmental conditions in district facilities and operations, the Superintendent or designee shall involve staff at all levels and with varying job responsibilities, including administrators, certificated staff, and classified staff. As appropriate, the Superintendent or designee may also consult with health professionals; representatives of local governmental agencies, utilities, solid waste and recycling companies, and community organizations; and/or others with expertise.

(cf. 1220 - Citizen Advisory Committees)

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

(cf. 7131 - Relations with Local Agencies)

In selecting and prioritizing strategies, the Superintendent or designee shall give consideration to long-term potential cost savings, initial costs, feasibility of implementation, quality and performance of the product or service, health impacts, environmental considerations, and potential educational value.

(cf. 3100 - Budget)

(cf. 3460 - Financial Reports and Accountability)

District strategies may include, but are not limited to:

1. Reducing energy and water consumption, and using renewable and clean energy technologies and alternatives when available

(cf. 3511 - Energy and Water Management)

2. Establishing recycling programs in district facilities

(cf. 3511.1 - Integrated Waste Management)

3. Reducing the consumption of disposable materials by reusing materials and by using electronic rather than paper communications when feasible
4. Using environmentally preferable products and services whenever practical, including, but not limited to, products that:
 - a. Minimize environmental impacts, toxins, pollutants, odors, and hazards

- b. Contain postconsumer recycled content
- c. Are durable and long-lasting
- d. Conserve energy and water
- e. Reduce waste

(cf. 3514 - Environmental Safety)
(cf. 3514.1 - Hazardous Substances)
(cf. 5141.23 - Asthma Management)

- 5. Using least toxic, independently certified green cleaning products when feasible, as well as high-efficiency cleaning equipment that reduces the need to use chemicals
- 6. Providing professional development to maintenance staff in the proper use, storage, and disposal of cleaning supplies

(cf. 4231 - Staff Development)

- 7. Using effective, least toxic pest management practices for the control and management of pests

(cf. 3514.2 - Integrated Pest Management)

- 8. Ensuring that any construction of new facilities complies with green building standards pursuant to 24 CCR 101.1-703.1, and focusing on sustainability and student health in the design and implementation of facilities modernization projects

(cf. 7110 - Facilities Master Plan)
(cf. 7111 - Evaluating Existing Buildings)
(cf. 7150 - Site Selection and Development)

- 9. Reducing vehicle emissions by:

- a. Encouraging students to walk or bicycle to school or to use district or public transportation

(cf. 5142.2 - Safe Routes to School Program)

- b. Using reduced or zero emission school buses and vehicles and providing accompanying infrastructure such as charging stations

(cf. 3540 - Transportation)

- c. Limiting unnecessary idling of school buses in accordance with 13 CCR 2480
- d. Limiting unnecessary idling of personal vehicles by encouraging parents/guardians, through signage or other means of communication, to turn off their vehicles when parked on and around school grounds

10. Implementing green school practices in the district's food service programs by:
- Providing fresh, locally sourced, unprocessed, organic food, including plant-based options, when available
 - Reducing food packaging and using packaging that is recyclable and/or biodegradable
 - Utilizing reusable products
 - Encouraging zero-waste lunches when food is brought from home
 - Maintaining a system for food waste, such as composting
 - Providing sharing tables where unused cafeteria food items may, in accordance with Health and Safety Code 114079, be returned for student use or donated to a food bank or other nonprofit charitable organization

(cf. 3550 - Food Service/Child Nutrition Program)

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

11. Integrating green school practices and activities into the educational program by providing instruction to students on the importance of the environment, involving students in the implementation and evaluation of green school activities and projects as appropriate, and utilizing green school activities and projects as learning tools

(cf. 6142.5 - Environmental Education)

Legal Reference:

EDUCATION CODE

8700-8707 *Environmental education*

17070.96 *Leroy F. Greene School Facilities Act of 1996, consideration of high performance standards*

17072.35 *New construction grants; use for designs and materials for high performance schools*

17608-17614 *Healthy Schools Act of 2000*

32370-32376 *Recycling paper*

33541 *Environmental education*

101012 *Kindergarten through 12th grade school facilities program*

FOOD AND AGRICULTURAL CODE

13180-13188 *Healthy Schools Act of 2000*

HEALTH AND SAFETY CODE

114079 *General food safety requirements; unused or returned food*

PUBLIC CONTRACT CODE

12400-12404 *Environmentally preferable purchasing*

PUBLIC RESOURCES CODE

25410-25422 *Energy conservation assistance*

40050-40063 *Integrated waste management act*

42630-42647 *Schoolsite source reduction and recycling assistance program*

CODE OF REGULATIONS, TITLE 2

1859.70.4 *Funding for high performance incentive grants*

1859.71.6 *Additional grant for high performance incentive, new construction*

1859.77.4 Additional grants for high performance incentive, site and modernization
CODE OF REGULATIONS, TITLE 5
14010 Standards for school site selection
CODE OF REGULATIONS, TITLE 13
2480 Limitation to school bus idling and idling at schools
CODE OF REGULATIONS, TITLE 24
101.1-703.1 Green building standards

Management Resources:

CALIFORNIA AIR RESOURCES BOARD PUBLICATIONS
School Bus Fleet Webinar, April 20, 2018
COLLABORATIVE FOR HIGH PERFORMING SCHOOLS PUBLICATIONS
CHPS Best Practices Manual
GLOBAL GREEN USA PUBLICATIONS
Healthier, Wealthier, Wiser: A Report on National Green Schools
GREEN SCHOOLS INITIATIVE PUBLICATIONS
Green Schools Buying Guide
HEALTHY SCHOOLS CAMPAIGN PUBLICATIONS
The Quick and Easy Guide to Green Cleaning in Schools, 2nd ed., 2008
WEB SITES
CSBA: <http://www.csba.org>
California Air Resources Board: <http://www.arb.ca.gov>
California Department of General Services, Green California: <http://www.green.ca.gov>
California Energy Commission: <http://www.energy.ca.gov>
Collaborative for High Performance Schools: <http://www.chps.net>
Global Green USA: <http://www.globalgreen.org>
Green Schools Initiative: <http://www.greenschools.net>
Healthy Schools Campaign: <http://www.healthyschoolscampaign.org/programs/gcs>
U.S. Environmental Protection Agency: <http://www.epa.gov>
U.S. Green Building Council, LEED Green Building Rating System: <http://www.usgbc.org>

Policy ALAMEDA UNIFIED SCHOOL DISTRICT
adopted:

ENERGY AND WATER MANAGEMENT

The ~~Governing Board of Education~~ recognizes the ~~importance of minimizing the district's use of~~ environmental and financial benefits that can be derived from conserving energy, water, and other natural resources, ~~preparing for extreme weather and other natural events, and providing a high-quality~~ an environment that promotes the health and productivity, ~~and effectively managing the district's fiscal resources. To that end~~ well-being of students and staff. To support district goals ~~for energy and water management~~, the Superintendent or designee shall develop a resource management program which ~~includes~~ may include strategies for implementing effective and sustainable resource use practices, exploring the use of renewable and clean energy ~~technologies~~ technology and/or sources, reducing energy and water consumption, ~~minimizing utility costs, reducing the amount of waste of consumable materials, encouraging recycling and green procurement practices,~~ and promoting conservation principles in the educational program.

(cf. 0200 - Goals for the School District)

(cf. 3100 - Budget)

(cf. 3300 - Expenditures and Purchases)

(cf. 3510 - Green School Operations)

(cf. 3511.1 - Integrated Waste Management)

(cf. 3512 - Equipment)

(cf. 6142.5 - Environmental Education)

The Superintendent or designee may solicit input from staff, students, and parents/guardians regarding the district's resource management program. The Superintendent or designee shall provide staff and students with training and guidance on best practices to achieve the district's goals, and may establish a reward program to recognize outstanding accomplishments.

(cf. 1150 - Commendation and Awards)

The Superintendent or designee shall regularly inspect district facilities ~~and, monitor~~ operations, and make recommendations for maintenance and ~~capital expenditures~~ repairs which may help the district reach its conservation and management goals and improve efficiency.

(cf. 7110 - Facilities Master Plan)

(cf. 7111 - Evaluating Existing Buildings)

The Superintendent or designee shall make every effort to identify funding opportunities and cost-reducing incentive programs to help the district achieve its conservation and management goals. The district may coordinate with other local or regional entities to capitalize on their expertise and maximize the efficient use of resources, such as through joint or shared use agreements.

(cf. 1330.1 - Joint Use Agreements)

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

The Superintendent or designee shall ~~periodically~~regularly report to the Board on the district's progress in meeting its conservation and resource management goals.

BP 3511(b)

ENERGY AND WATER MANAGEMENT (continued)

Storm Water Management

~~The Board desires to ensure that, to~~

To the maximum extent practicable, the district shall reduce the discharge of pollutants into the water system in order to minimize the threat to water quality from storm water runoff. ~~When the district has been designated by the State Water Resources Control Board or a regional water quality control board, the Superintendent or designee shall ensure that the district complies with applicable General Permit requirements.~~

The Superintendent or designee shall ensure that the district complies with storm water discharge standards specified by any applicable General Permit coverage required by law, including all requirements of the Construction General Permit issued by the State Water Resources Control Board for any project that disturbs one acre or more of soil. (40 CFR 122.34).

(cf. 3514 - Environmental Safety)

(cf. 3514.1 - Hazardous Substances)

(cf. 3514.2 - Integrated Pest Management)

The Superintendent or designee shall develop a storm water management plan ~~and shall submit the plan and a resolution authorizing the implementation of the plan to the Board for approval. The district's plan shall describe~~that complies with the provisions of the applicable permit and describes best management practices, design strategies, measurable goals, and timetables for implementation ~~in the following areas:~~

- ~~1. Public education and outreach on storm water impacts~~
- ~~2. Public participation, such as participation in adoption and implementation of the plan~~
- ~~3. Illicit discharge detection and elimination, such as maps and programs to detect and eliminate illicit non-storm water discharges~~
- ~~4. Construction site storm water runoff control, such as reviewing construction plans, inspecting sites, and tracking construction site runoff, as well as erosion and sediment controls~~
- ~~5. Post-construction storm water management, such as developing design standards for preventing runoff and verifying proper maintenance and operation of control procedures~~
- ~~6. Pollution prevention and good housekeeping, such as evaluating waste disposal, material storage, and equipment cleaning procedures and spill prevention, including at bus maintenance facilities~~

~~The Superintendent or designee plan and a resolution authorizing its implementation shall regularly report be submitted to the Board on the status of the district's implementation efforts for approval. (40 CFR 122.34)~~

For all projects, the district shall comply with any city or county ordinance that regulates drainage improvements and conditions. (Government Code 53097)

Emergency Interruption of Services

The Superintendent or designee shall develop a plan to minimize disruption to the educational program in the event of power outages or other emergency interruption of utility services. The plan shall include actions to be taken to facilitate student and staff safety, administrative control of operations, protection of equipment, effective communications, and coordination with local fire, police, and emergency personnel and utility service providers.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 3516.5 - Emergency Schedules)

Legal Reference: (see next page)

BP 3511(c)

ENERGY AND WATER MANAGEMENT (continued)

Legal Reference:

EDUCATION CODE

41422-17213.1 School sites

17280 Construction of school buildings

35275 Coordination of new facilities with recreation and park authorities

41422 School term or session length, failure to comply due to disaster

46392-46392 Emergency conditions; ADA estimate

GOVERNMENT CODE

53097 Local agencies

PUBLIC RESOURCES CODE

25410-25421-25410-25421 Energy conservation assistance

WATER CODE

189.3 Recommendations for best design and use practices

13383 Compliance with the federal Water Pollution Control Act

13383.5 Storm water discharge monitoring requirements

CODE OF REGULATIONS, TITLE 23

490-495 Model Water Efficient Landscape Ordinance

2200 Discharge permit fees

UNITED STATES CODE, TITLE 33

1342 *National pollutant discharge elimination system*
CODE OF FEDERAL REGULATIONS, TITLE 40
122.1-122.64 *National pollutant discharge elimination system*

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION ~~MANAGEMENT ADVISORIES~~ PUBLICATIONS

~~0118.01 California's Energy Challenge~~

~~0706.90 Water Conservation Advisory, 90-09~~

~~0222.90~~ *Guidance for Stormwater and Dry Weather Runoff CAPTURE (California Practices to Use Runoff Effectively) at Schools, December 2018*

A Blueprint for Environmental Literacy: Educating Every Student In, About, and For the Environment, 2015

Average Daily Attendance Credit During Periods of Emergency ~~90-01, Management Advisory 90-01, rev. February 10, 2005~~

CALIFORNIA STATE WATER RESOURCES CONTROL BOARD PUBLICATIONS

Guidance for Design and Construction of Vegetated Low Impact Development Projects, 2016

U.S. ENVIRONMENTAL PROTECTION AGENCY PUBLICATIONS

National Management Measures to Control Nonpoint Source Pollution from Urban Areas, 2005

WEB SITES

~~CSBA: <http://www.csba.org>~~

CSBA: <http://www.csba.org>

Alliance to Save Energy: <http://www.ase.org> <http://www.ase.org>

California Department of Education, Facilities: <http://www.cde.ca.gov/ls/fa>
<http://www.cde.ca.gov/ls/fa>

California Department of Water Resources: <https://water.ca.gov>

California Division of State Architect: <https://www.dgs.ca.gov/DSA>

California Energy Commission: <http://www.energy.ca.gov> <http://www.energy.ca.gov>

California State Water Resources Control Board: <http://www.swrcb.ca.gov> <http://www.swrcb.ca.gov>

~~Department of General Resources, Green California, Sustainable
Schools: <http://www.green.ca.gov/GreenBuildings/schools>~~

California Stormwater Quality Association: <https://www.casqa.org/resources>

Collaborative for High Performance Schools (CHPS): <https://chps.net>

Green School Yards America: <http://www.greenschoolyards.org>

U.S. Environmental Protection Agency: <http://www.epa.gov>

Policy ~~ALAMEDA UNIFIED SCHOOL DISTRICT~~ CSBA MANUAL MAINTENANCE
SERVICE

adopted: ~~August 25, 2009 Alameda, California~~

May 2019

ENERGY AND WATER MANAGEMENT

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(cf. 0200 - Goals for the School District)

(cf. 3100 - Budget)

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(cf. 3510 - Green School Operations)

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California Department of Education, Facilities: <http://www.cde.ca.gov/lr/fa>
California Department of Water Resources: <https://water.ca.gov>
California Division of State Architect: <https://www.dgs.ca.gov/DSA>
California Energy Commission: <http://www.energy.ca.gov>
California State Water Resources Control Board: <http://www.swrcb.ca.gov>
California Stormwater Quality Association: <https://www.casqa.org/resources>
Collaborative for High Performance Schools (CHPS): <https://chps.net>
Green School Yards America: <http://www.greenschoolyards.org>
U.S. Environmental Protection Agency: <http://www.epa.gov>

Policy ALAMEDA UNIFIED SCHOOL DISTRICT

adopted: August 25, 2009 Alameda, California

revised:

Campus Security

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The Board of Education is committed to providing a school environment that promotes the safety of students, employees, and visitors to school grounds. The Board also recognizes the importance of protecting district property, facilities, and equipment from vandalism and theft.

The Superintendent or designee shall develop campus security procedures which are consistent with the goals and objectives of the district's comprehensive safety plan and site-level safety plans. Such procedures shall be regularly reviewed to reflect changed circumstances and to assess their effectiveness in achieving safe school objectives.

Surveillance Systems

The Board believes that limited use of surveillance cameras will help the district achieve its goals for providing a safe environment. In consultation with the relevant staff, the Superintendent or designee shall identify appropriate locations for the placement of surveillance cameras outside of school buildings, in common areas, and/or in hallways as needed to monitor areas where safety or vandalism concerns are present. Cameras shall not be placed inside ~~school buildings~~ restrooms, classrooms, or office areas without Board approval.

Prior to the operation of the surveillance system, the Superintendent or designee shall ensure that signs are posted at conspicuous locations at affected school grounds. These signs shall inform students, staff, and visitors that surveillance may occur and shall state whether the district's system is actively monitored by school personnel. The Superintendent or designee shall also provide prior written notice to students and parents/guardians about the district's surveillance system, including the locations where surveillance may occur, explaining that the recordings may be used in disciplinary proceedings, and that matters captured by the camera may be referred to local law enforcement, as appropriate.

To the extent that any images from the district's surveillance system create a student or personnel record, the Superintendent or designee shall ensure that the images are accessed, retained, and disclosed in accordance with law, Board policy, administrative regulation, and any applicable collective bargaining agreements.

Legal Reference:

EDUCATION CODE

32020 Access gates

32211 Threatened disruption or interference with classes

32280-32288 School safety plans

35160 Authority of governing boards

35160.1 Broad authority of school districts

38000-38005 Security patrols

49050-49051 Searches by school employees

49060-49079 Student records

PENAL CODE

469 Unauthorized making, duplicating or possession of key to public building

626-626.10 Disruption of schools

CALIFORNIA CONSTITUTION

Article 1, Section 28(c) Right to Safe Schools

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

COURT DECISIONS

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

ATTORNEY GENERAL OPINIONS

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

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

Management Resources:

CSBA PUBLICATIONS

Protecting Our Schools: Board of Education Strategies to Combat School Violence, 1999

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Safe Schools: A Planning Guide for Action, 2002

NATIONAL INSTITUTE OF JUSTICE PUBLICATIONS

The Appropriate and Effective Use of Security Technologies in U.S. Schools: A Guide for Schools and Law Enforcement Agencies, 1999

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/ls/ss>

National Institute of Justice: <http://www.ojp.usdoj.gov/nij>

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adopted: August 25, 2009 Alameda, California

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Prior to the operation of the surveillance system, the Superintendent or designee shall ensure that signs are posted at conspicuous locations at affected school grounds. These signs shall inform students, staff, and visitors that surveillance may occur and shall state whether the district's system is actively monitored by school personnel. The Superintendent or designee shall also provide prior written notice to students and parents/guardians about the district's surveillance system, including the locations where surveillance may occur, explaining that the recordings may be used in disciplinary proceedings, and that matters captured by the camera may be referred to local law enforcement, as appropriate.

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WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/lss>

National Institute of Justice: <http://www.ojp.usdoj.gov/nij>

Policy ALAMEDA UNIFIED SCHOOL DISTRICT

adopted: August 25, 2009 Alameda, California

revised: July 21, 2018

AR- 3515.1—~~Business and Noninstructional Operations~~

~~Security Camera Operations—~~

Purpose and Scope

To provide guidelines and establish procedures for security camera operations, authorized users, storage and security, records retention, and viewing requests.

Monitoring By Video Cameras:

Security camera recording equipment may be on outside grounds to monitor buildings and exterior areas, including but not limited to parking lots, perimeters, and entrance and exit doors. Security camera recording equipment may also be installed in school common areas and school hallways as needed to monitor areas where safety or vandalism concerns are present. Cameras shall not be placed inside restrooms, classrooms, or office areas without Board approval.

Each campus where a security camera system is in use shall have signs posted in conspicuous locations stating the facility employs the use of a security camera system.

The Superintendent or designee will provide prior written notice to students, parents/guardians, and staff about the district's security camera system, including the locations where monitoring may occur, explaining that the recordings may be used in disciplinary proceedings and that matters captured by the camera may be referred to local law enforcement, as appropriate.

System Operation

1. Concealed or non-working cameras are not permitted. Equipment shall not monitor areas where public and employees have a reasonable expectation of privacy, such as locker rooms and adult and student restrooms.
2. Information obtained through security camera recordings shall be used exclusively for property security and law enforcement purposes including to take action against individuals who damage or destroy District property. Viewing areas off-campus, into neighboring property, into private vehicles, or onto any areas where there is an expectation of privacy is also prohibited.
3. Staff and students are prohibited from unauthorized use, tampering with, or otherwise interfering with security camera equipment and will be subject to appropriate disciplinary action.
4. The district shall provide reasonable safeguards to protect the security camera system from hackers, unauthorized users, and unauthorized use.
5. Remote monitoring shall only be conducted by authorized school or district personnel or contractors.

6. All security camera installations will be attached to the district network and comply with district technology standards.

7. Security cameras shall not be used to monitor staff performance for evaluative purposes. However, this shall not preclude the District for using information obtained through security camera recordings for investigative or disciplinary purposes, to the extent permitted by applicable collective bargaining agreements.

8. In the case of emergency or exigent circumstances involving an imminent threat to student or staff safety, immediate access to the security camera system may be provided to law enforcement.

Storage and Security

Video recordings will be stored no longer than 10 calendar days unless needed for further action.

Video recordings held for review of property or student incidences will be maintained in their original form pending resolution. Media will be released for erasure, copied for authorized law enforcement agencies, or retained as necessary as part of the student's behavioral record in accordance with established district procedures and applicable law.

To protect recorded data, the security camera viewing system must be located in a restricted area of the school or another District property, accessible only by district designated personnel.

Records Retention

The Family Educational Rights and Privacy Act and Education Code [49061](#) affirms any recording or image of an individual student collected by the district is considered a "student record" and subject to those laws regarding access, disclosure, and retention. The Superintendent or designee shall ensure that the images are accessed, retained, and disclosed in accordance with law, Board policy, and administrative regulation.

Any recording or image of a staff member that may be used in a personnel action is subject to the laws regarding personnel records, including an employee's right to comment on derogatory information placed in his/her file. The Superintendent or designee shall ensure that the images are accessed, retained, and disclosed in accordance with law, Board policy, administrative regulation, and any applicable collective bargaining agreements.

Viewing Requests

School Principals and the Director of Technology Services shall approve requests for access to recorded and stored videos at their facilities. Recorded security camera images and video are only to be viewed by authorized personnel in accordance with Board policy, administrative regulation, and California education code.

Release of original security camera media to individuals or agencies outside of the district may only occur when a subpoena or other court order is received and reviewed by District's General Counsel. Original or duplicate video recordings may be released to law enforcement officials conducting an investigation involving the images contained on the security camera media.

A written log will be maintained for viewing video recordings, including the date of viewing, reason for viewing, date the recording was made, location name and signature of the viewer.

Video recordings will remain the property of the district and may be reproduced only in accordance with law, including applicable Board policy and regulations.

Board Policy and Administrative Regulation References

BP/AR 3580 District Records (Personnel and Student)

BP 4119.23 Unauthorized Release Of Confidential/Privileged Information

BP/AR 5125 Student Records

BP 5125.1 Release of Directory Information

BP/AR 5131.1 Bus Conduct

Legal Reference

EDUCATION CODE

44031 Inspection of personnel records; Contents

48980-48985 Notification of Parent or Guardian

49062-49079 Pupil Records

51512 Prohibited use of electronic listening or recording device

CALIFORNIA CODE OF REGULATIONS

16020-16028 Destruction of Records of School District

CALIFORNIA STATE CONSTITUTION

Article 1, Section 1 Inalienable Rights

Family Educational Rights and Privacy Act 20 USCS 1232g

Regulation ALAMEDA UNIFIED. SCHOOL DISTRICT

adopted: July 21, 2018 Alameda, California

AR 3515.1 Business and Noninstructional Operations

Security Camera Operations

Purpose and Scope

To provide guidelines and establish procedures for security camera operations, authorized users, storage and security, records retention, and viewing requests.

Monitoring By Video Cameras:

Security camera recording equipment may be on outside grounds to monitor buildings and exterior areas, including but not limited to parking lots, perimeters, and entrance and exit doors. Security camera recording equipment may also be installed in school common areas and school hallways as needed to monitor areas where safety or vandalism concerns are present. Cameras shall not be placed inside restrooms, classrooms, or office areas without Board approval.

Each campus where a security camera system is in use shall have signs posted in conspicuous locations stating the facility employs the use of a security camera system.

The Superintendent or designee will provide prior written notice to students, parents/guardians, and staff about the district's security camera system, including the locations where monitoring may occur, explaining that the recordings may be used in disciplinary proceedings and that matters captured by the camera may be referred to local law enforcement, as appropriate.

System Operation

1. Concealed or non-working cameras are not permitted. Equipment shall not monitor areas where public and employees have a reasonable expectation of privacy, such as locker rooms and adult and student restrooms.
2. Information obtained through security camera recordings shall be used exclusively for property security and law enforcement purposes including to take action against individuals who damage or destroy District property. Viewing areas off-campus, into neighboring property, into private vehicles, or onto any areas where there is an expectation of privacy is also prohibited.
3. Staff and students are prohibited from unauthorized use, tampering with, or otherwise interfering with security camera equipment and will be subject to appropriate disciplinary action.
4. The district shall provide reasonable safeguards to protect the security camera system from hackers, unauthorized users, and unauthorized use.
5. Remote monitoring shall only be conducted by authorized school or district personnel or contractors.

6. All security camera installations will be attached to the district network and comply with district technology standards.

7. Security cameras shall not be used to monitor staff performance for evaluative purposes. However, this shall not preclude the District for using information obtained through security camera recordings for investigative or disciplinary purposes, to the extent permitted by applicable collective bargaining agreements.

8. In the case of emergency or exigent circumstances involving an imminent threat to student or staff safety, immediate access to the security camera system may be provided to law enforcement.

Storage and Security

Video recordings will be stored no longer than 10 calendar days unless needed for further action.

Video recordings held for review of property or student incidences will be maintained in their original form pending resolution. Media will be released for erasure, copied for authorized law enforcement agencies, or retained as necessary as part of the student's behavioral record in accordance with established district procedures and applicable law.

To protect recorded data, the security camera viewing system must be located in a restricted area of the school or another District property, accessible only by district designated personnel.

Records Retention

The Family Educational Rights and Privacy Act and Education Code [49061](#) affirms any recording or image of an individual student collected by the district is considered a "student record" and subject to those laws regarding access, disclosure, and retention. The Superintendent or designee shall ensure that the images are accessed, retained, and disclosed in accordance with law, Board policy, and administrative regulation.

Any recording or image of a staff member that may be used in a personnel action is subject to the laws regarding personnel records, including an employee's right to comment on derogatory information placed in his/her file. The Superintendent or designee shall ensure that the images are accessed, retained, and disclosed in accordance with law, Board policy, administrative regulation, and any applicable collective bargaining agreements.

Viewing Requests

School Principals and the Director of Technology Services shall approve requests for access to recorded and stored videos at their facilities. Recorded security camera images and video are only to be viewed by authorized personnel in accordance with Board policy, administrative regulation, and California education code.

Release of original security camera media to individuals or agencies outside of the district may only occur when a subpoena or other court order is received and reviewed by District's General

Counsel. Original or duplicate video recordings may be released to law enforcement officials conducting an investigation involving the images contained on the security camera media.

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Legal Reference

EDUCATION CODE

44031 Inspection of personnel records; Contents

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Article 1, Section 1 Inalienable Rights

Family Educational Rights and Privacy Act 20 USCS 1232g

Regulation ALAMEDA UNIFIED. SCHOOL DISTRICT

adopted: July 21, 2018 Alameda, California

revised:

TRANSPORTATION

The Governing Board of Education desires to provide for the safe and efficient transportation of students to and from school as necessary to ensure student access to the educational program, promote regular attendance, and reduce tardiness. ~~The~~ In determining the extent to which the district ~~provides for~~ will provide transportation services, the Board shall ~~depend upon~~ weigh student and community needs ~~and a continuing assessment against the cost of financial resources~~ providing such services.

(cf. 3100 - Budget)

(cf. 3541 - Transportation Routes and Services)

(cf. 3541.1 - Transportation for School-Related Trips)

(cf. 3541.2 - Transportation for Students with Disabilities)

(cf. 5116.1 - Intradistrict Open Enrollment)

(cf. 5117 - Interdistrict Attendance)

(cf. 6178.2 - Regional Occupational Center/Program)

The Superintendent or designee shall recommend to the Board ~~the most~~ economical, environmentally sustainable, and appropriate means of providing transportation services.

(cf. 3510 - Green School Operations)

The Board may purchase, rent, or lease vehicles; contract with a common carrier or municipally owned transit system; contract with responsible private parties including the parent/guardian of the student being transported; and/or contract with the County Superintendent of Schools. (Education Code 35330, 39800, 39801)

In contracting for transportation services, the district shall comply with all applicable laws related to bids and contracts. (Education Code 39802-39803)

(cf. 3311 - Bids)

(cf. 3312 - Contracts)

In lieu of providing transportation in whole or in part, the district may pay the student's parents/guardians either their actual and necessary expenses in transporting the student or the cost of the student's food and lodging at a place convenient to the school. In either case, the amount of the payment shall not exceed the cost that would be incurred by the district to provide for the transportation of the student to and from school. (Education Code 39806-39807)

The Board may charge a transportation fee to parents/guardians of transported students in accordance with Education Code 39807.5 and BP/AR 3250 - Transportation Fees.

(cf. 3250 - Transportation Fees)

No student shall be required to be transported for any reason without the written permission of the student's parent/guardian, except in emergency situations involving illness or injury to the student pursuant to Education Code 35350 or the evacuation of students as necessary for their safety.

BP 3540(b)

TRANSPORTATION (continued)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

The Superintendent or designee shall develop procedures to promote safety for students traveling on school buses.

(cf. 3543 - Transportation Safety and Emergencies)

(cf. 5131.1 - Bus Conduct)

The district may install a global positioning system (GPS) on school buses and/or student activity buses in order to enhance student safety and provide real-time location data to district and school administrators and parents/guardians.

The Superintendent or designee shall ensure the qualifications of bus drivers and related staff employed by the district, provide for the maintenance and operation of district-owned school buses and other equipment, and ensure adequate facilities for equipment storage and maintenance.

(cf. 3542 - School Bus Drivers)

Legal Reference: (see next page)

TRANSPORTATION (continued)

Legal Reference:

EDUCATION CODE

~~35330-35330~~ *Excursions and field trips*

~~35350-35350~~ *Authority to transport pupils*

39800-39860 Transportation, especially:

~~39800-39800-39860~~ *Transportation, especially:*

~~39800~~ *Powers of governing board to provide transportation for pupils to and from school; definition of "municipally owned transit system"*

~~39801-39801~~ *Contract with County Superintendent of Schools to provide transportation*

~~39802-39803-39802-39803~~ *Bids and contracts for transportation services*

~~39806-39806~~ *Payments to parents in lieu of transportation*

~~39807-39807~~ *Food and lodging payments in lieu of transportation*

~~38807-39807.5~~ *Transportation fees*

~~39808-39808~~ *District transportation of private school students*

41850-41854 Allowances for transportation

~~41860-41862-41850-41854~~ *Allowances for transportation*

~~41860-41862~~ *Supplemental allowances for transportation*

~~45125.1-45125.1~~ *Criminal background checks for contractors*

~~52311~~ *Regional occupational centers, transportation*

GOVERNMENT CODE

~~3540-3549.3-3540-3549.3~~ *Educational Employment Relations Act*

PENAL CODE

~~637.7~~ *Electronic tracking devices*

VEHICLE CODE

~~2807~~ *School bus inspection*

CODE OF REGULATIONS, TITLE 5

~~14100-14103-14100-14103~~ *Use of school buses and school pupil activity buses*

~~15240-15343-15240-15343~~ *Allowances for student transportation, especially:*

~~15253-15272-15253-15272~~ *District records related to transportation*

VEHICLE CODE

2807 School bus inspection

CODE OF REGULATIONS, TITLE 13

~~2025~~ *Retrofitting of diesel school buses*

COURT DECISIONS

Arcadia Unified School District et. al. v. State Department of Education, 2 Cal. 4th 251 (1992)

Policy ~~ALAMEDA UNIFIED SCHOOL DISTRICT~~ CSBA MANUAL MAINTENANCE
SERVICE

adopted: ~~August 25, 2009 Alameda, California~~

May 2019

TRANSPORTATION

The Governing Board desires to provide for the safe and efficient transportation of students to and from school as necessary to ensure student access to the educational program, promote regular attendance, and reduce tardiness. In determining the extent to which the district will provide transportation services, the Board shall weigh student and community needs against the cost of providing such services.

(cf. 3100 - Budget)
(cf. 3541 - Transportation Routes and Services)
(cf. 3541.1 - Transportation for School-Related Trips)
(cf. 3541.2 - Transportation for Students with Disabilities)
(cf. 5116.1- Intradistrict Open Enrollment)
(cf. 5117 - Interdistrict Attendance)
(cf. 6178.2 - Regional Occupational Center/Program)

The Superintendent or designee shall recommend to the Board economical, environmentally sustainable, and appropriate means of providing transportation services.

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The Board may purchase, rent, or lease vehicles; contract with a common carrier or municipally owned transit system; contract with responsible private parties including the parent/guardian of the student being transported; and/or contract with the County Superintendent of Schools. (Education Code 35330, 39800, 39801)

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(cf. 3311 - Bids)
(cf. 3312 - Contracts)

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(cf. 3250 - Transportation Fees)

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(cf. 3543 - Transportation Safety and Emergencies)

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The Superintendent or designee shall ensure the qualifications of bus drivers and related staff employed by the district, provide for the maintenance and operation of district-owned school buses and other equipment, and ensure adequate facilities for equipment storage and maintenance.

(cf. 3542 - School Bus Drivers)

Legal Reference:

EDUCATION CODE

35330 Excursions and field trips

35350 Authority to transport pupils

39800-39860 Transportation, especially:

39800 Powers of governing board to provide transportation for pupils to and from school; definition of "municipally owned transit system"

39801 Contract with County Superintendent of Schools to provide transportation

39802-39803 Bids and contracts for transportation services

39806 Payments to parents in lieu of transportation

39807 Food and lodging payments in lieu of transportation

39807.5 Transportation fees

39808 District transportation of private school students

41850-41854 Allowances for transportation

41860-41862 Supplemental allowances for transportation

45125.1 Criminal background checks for contractors

52311 Regional occupational centers, transportation

GOVERNMENT CODE

3540-3549.3 Educational Employment Relations Act

PENAL CODE

637.7 Electronic tracking devices

VEHICLE CODE

2807 School bus inspection

CODE OF REGULATIONS, TITLE 5

14100-14103 Use of school buses and school pupil activity buses

15240-15343 Allowances for student transportation, especially:

15253-15272 District records related to transportation

CODE OF REGULATIONS, TITLE 13

2025 Retrofitting of diesel school buses

COURT DECISIONS

Arcadia Unified School District et. al. v. State Department of Education, 2 Cal. 4th 251 (1992)

Policy ALAMEDA UNIFIED SCHOOL DISTRICT

adopted: August 25, 2009 Alameda, California

revised:

All Personnel

BP 4119.24

4219.24

MAINTAINING APPROPRIATE ADULT-STUDENT INTERACTIONS

4319.24

The Governing Board desires to provide a positive school environment that protects the safety and well-being of district students. The Board expects all adults with whom students may interact at school or in school-related activities, including employees, independent contractors, and volunteers, to maintain the highest professional and ethical standards in their interactions with students both within and outside the educational setting. Such adults shall not engage in unlawful or inappropriate interactions with students and shall avoid boundary-blurring behaviors that undermine trust in the adult-student relationship and lead to the appearance of impropriety.

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

Employees are prohibited from entering into or attempting to form a romantic or sexual relationship with any student or engaging in sexual harassment of a student, including sexual advances, flirtations, requests for sexual favors, inappropriate comments about a student's body or appearance, or other verbal, visual, or physical conduct of a sexual nature.

(cf. 5145.7 - Sexual Harassment)

Adults shall not intrude on a student's physical or emotional boundaries unless necessary in an emergency or to serve a legitimate purpose related to instruction, counseling, student health, or student or staff safety.

Any employee who observes or has knowledge of another employee's violation of this policy shall report the information to the Superintendent or designee or appropriate agency for investigation pursuant to the applicable complaint procedures. Other adults with knowledge of any violation of this policy are encouraged to report the violation to the Superintendent or designee. The Superintendent or designee shall protect anyone who reports a violation from retaliation. Immediate intervention shall be implemented when necessary to protect student safety or the integrity of the investigation.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

Employees who engage in any conduct in violation of this policy, including retaliation against a person who reports the violation or participates in the complaint process, shall be subject to discipline, up to and including dismissal. Any other adult who violates this policy may be barred from school grounds and activities in accordance with law. The Superintendent or designee may also notify law enforcement as appropriate.

(cf. 4117.7/4317.7 - Employment Status Reports)

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

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

The district's employee code of conduct addressing interactions with students shall be provided to parents/guardians at the beginning of each school year and shall be posted on school and/or district web sites. (Education Code 44050)

(cf. 1113 - District and School Web Sites)

(cf. 5145.6 - Parental Notifications)

Inappropriate Conduct

Employees shall remain vigilant of their position of authority and not abuse it when relating with students. Examples of employee conduct that can undermine professional adult-student interactions or create the appearance of impropriety include, but are not limited to:

1. Initiating inappropriate physical contact.
2. Being alone with a student outside of the view of others.
3. Inviting or accepting requests from students, or former students who are minors, to connect on personal social networking sites (e.g., "friending" or "following" on social media), unless the site is dedicated to school business.
4. Creating or participating in social networking sites for communication with students, other than those created by the district, without the prior written approval of the principal or designee.
5. Maintaining personal contact with a student that has no legitimate educational purpose, by phone, letter, electronic communications, or other means, without including the student's parent/guardian or the principal, including giving students your personal phone number.

When communicating electronically with students, employees shall use district equipment or technological resources when available. Employees shall not communicate with students through any medium that is designed to eliminate records of the communications. The Superintendent or designee may monitor employee usage of district technology at any time without advance notice or consent.

(cf. 4040 - Employee Use of Technology)

6. Transporting a student in a personal vehicle without prior authorization.
7. Visiting a student's home or inviting a student to visit the employee's home without parent/guardian consent.
8. Socializing or spending time with students outside of school-sponsored events, except as participants in community activities.
9. Singling out a particular student for personal attention and friendship, including giving gifts and/or nicknames to individual students.

10. Addressing a student in an overly familiar manner, such as by using a term of endearment.
11. Sending or accompanying students on personal errands unrelated to any legitimate educational purpose.
12. Encouraging students to confide their personal or family problems and/or relationships.
13. Disclosing personal, family, or other private matters to students or sharing personal secrets with students.

Legal Reference

EDUCATION CODE

44030.5 *Employment status reports*

44050 *Employee code of conduct; employee interactions with students*

44242.5 *Reports and review of alleged misconduct*

44940 *Sex offenses and narcotic offenses; compulsory leave of absence*

48980 *Parental notifications*

PENAL CODE

11164-11174.3 *Child Abuse and Neglect Reporting Act*

CODE OF REGULATIONS, TITLE 5

80303 *Reports of change in employment status, alleged misconduct*

80304 *Notice of sexual misconduct*

Policy ALAMEDA UNIFIED SCHOOL DISTRICT

adopted:

INTERNATIONAL EXCHANGE

International Exchange

The Governing Board of Education recognizes ~~that personal contact~~ the value of interactions between students of different countries and cultures ~~promotes~~ in promoting global awareness and international understanding. ~~To that end, the~~ in an increasingly globalized and interconnected world. The Board welcomes the enrollment of international exchange students in district schools and ~~further~~ encourages district students to take ~~any~~ advantage of opportunities that they may have to participate in such programs and study in another country.

With Board approval, a district school may establish a sister-school relationship with a school in another country.

International Student Exchange Programs

~~To enroll in a~~

District Students Studying in Another Country

School counselors may provide information regarding international exchange programs and academic counseling to district students who wish to study in a foreign country. Such counseling shall include a review of the student's completed coursework, academic achievement, and personal goals, and shall advise the student regarding requirements that the student must meet during attendance in the foreign school in order to maintain progress toward meeting district graduation requirements.

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6164.2 - Guidance/Counseling Services)

Credit for courses successfully completed in the foreign country shall be granted in accordance with Board policy and administrative regulation.

(cf. 6146.11 - Alternative Credits Toward Graduation)

International Exchange ~~school,~~ **Students in District Schools**

Before enrolling an international exchange student ~~must be in a district school, the Superintendent or designee shall request proof that the student is participating in an exchange~~ International Student Exchange Placement Organization (ISEPO) program registered with the California Attorney General's Office, ~~designated.~~

The Superintendent or designee shall obtain from the ISEPO a description of the services to be performed by the U.S. Department of State and accepted for listing on the Council ISEPO for Standards the student, host family, and the district; telephone numbers that the student, host family, or district may contact for International Educational Travel's Advisory List. assistance; and

a summary of the student's complete prior academic coursework completed. (Government Code 12628; 22 CFR 62.25)

The district may require additional documents which may include, but are not limited to, evidence that the student has health and accident insurance from the time of departure from home to the time the student returns to the home country. (11 CCR 360; 22 CFR 62.25)

When necessary because of overcrowding within district schools or limited district resources, the Superintendent or designee may limit the number of international exchange students to be accepted at any district high school during any school year.

The district shall not incur any financial ~~obligations~~obligation when ~~sending and/or receiving~~educating international exchange students. ~~Program sponsors~~An international student, or the ISEPO on behalf of the student, shall provide assurance of their responsibilityreimburse the district for health/accident/liability insurance, the full, unsubsidized per capita cost of providing education at a district school for the period of the visiting student's home placement, attendance.

(cf. 3260 - Fees and Charges)

In determining the tuition for international exchange students, the district shall calculate the total cost of educating the student, including, but not limited to, the amount expended per student for the current provision of instruction and the resolution of any related personal difficulties which may arise services, the use of buildings and equipment, the repayment of local bonds and interest payments and state building loan funds, capital outlay, and transportation to and from school.

The Superintendent or designee shall establish district criteria for issuing regular or honorary diplomas to international exchange students. The principal or designee shall refer to these criteria when assisting international exchange students in selecting classes and cocurricular activities based on the student's individual qualifications, needs, and interests.

~~District staff shall provide relevant counseling to district students who wish to study in a foreign country. District credit for courses successfully completed in the foreign country shall be granted in accordance with Board policy and administrative regulation.~~

(cf. 5127 - Graduation Ceremonies and Activities)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.3 - Reciprocity of Academic Credit)

Legal Reference:

EDUCATION CODE

~~35160~~ 35160 Authority of governing boards

~~35160.1~~ 35160.1 Broad authority of school districts

~~51225.5~~ 35185 Miscellaneous administrative authority

48052 Nonresidents

48204.4 Evidence of residency for school enrollment

51225.5 Honorary diplomas; foreign exchange students

GOVERNMENT CODE

12620-12630-12620-12630 International Student Exchange Visitor Placement Organizations

87100 General prohibition, conflict of interest

CALIFORNIA CODE OF REGULATIONS, TITLE 11

350-384 California Uniform Supervision of International Student Exchange Visitor Placement Organizations

CODE OF FEDERAL REGULATIONS, TITLE 8

214.2 Students in academic high schools

CODE OF FEDERAL REGULATIONS, TITLE 22

62.25 Secondary school students, exchange visitor program

Management Resources:

CSBA PUBLICATIONS

Legal Guidance Regarding International Student Exchange Placement Organizations, 2014

WEB SITES

California Attorney General's Office: <http://www.caag.state.ca.us>

CSBA: <http://www.csba.org>

California Interscholastic Federation: <http://www.cifstate.org> <http://wwwcifstate.org>

California Office of the Attorney General, ISEPO: <https://oag.ca.gov/exchangestudents>

Council on Standards for International Educational Travel: <http://www.csiet.org>
<http://www.csiet.org>

U.S. Department of State, Bureau of Educational and Cultural Affairs: <http://exchanges.state.gov>
<http://exchanges.state.gov>

U.S. Department of State, Exchange Visitor Program: <http://j1visa.state.gov/programs/secondary-school-student>

U.S. Immigration and Customs Enforcement: <http://www.ice.gov> <http://www.ice.gov>

Policy ~~ALAMEDA UNIFIED SCHOOL DISTRICT~~ CSBA MANUAL MAINTENANCE
SERVICE

adopted: ~~August 25, 2009~~ Alameda, California

July 2019

INTERNATIONAL EXCHANGE

The Governing Board recognizes the value of interactions between students of different countries and cultures in promoting global awareness and international understanding in an increasingly globalized and interconnected world. The Board welcomes the enrollment of international exchange students in district schools and encourages district students to take advantage of opportunities that they may have to participate in such programs and study in another country.

With Board approval, a district school may establish a sister-school relationship with a school in another country.

District Students Studying in Another Country

School counselors may provide information regarding international exchange programs and academic counseling to district students who wish to study in a foreign country. Such counseling shall include a review of the student's completed coursework, academic achievement, and personal goals, and shall advise the student regarding requirements that the student must meet during attendance in the foreign school in order to maintain progress toward meeting district graduation requirements.

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6164.2 - Guidance/Counseling Services)

Credit for courses successfully completed in the foreign country shall be granted in accordance with Board policy and administrative regulation.

(cf. 6146.11 - Alternative Credits Toward Graduation)

International Exchange Students in District Schools

Before enrolling an international exchange student in a district school, the Superintendent or designee shall request proof that the student is participating in an International Student Exchange Placement Organization (ISEPO) program registered with the California Attorney General's Office.

The Superintendent or designee shall obtain from the ISEPO a description of the services to be performed by the ISEPO for the student, host family, and the district; telephone numbers that the student, host family, or district may contact for assistance; and a summary of the student's complete prior academic coursework completed. (Government Code 12628; 22 CFR 62.25)

The district may require additional documents which may include, but are not limited to, evidence that the student has health and accident insurance from the time of departure from home to the time the student returns to the home country. (11 CCR 360; 22 CFR 62.25)

When necessary because of overcrowding within district schools or limited district resources, the Superintendent or designee may limit the number of international exchange students to be accepted at any district high school during any school year.

The district shall not incur any financial obligation when educating international exchange students. An international student, or the ISEPO on behalf of the student, shall reimburse the district for the full, unsubsidized per capita cost of providing education at a district school for the period of the visiting student's attendance.

(cf. 3260 - Fees and Charges)

In determining the tuition for international exchange students, the district shall calculate the total cost of educating the student, including, but not limited to, the amount expended per student for the current provision of instruction and services, the use of buildings and equipment, the repayment of local bonds and interest payments and state building loan funds, capital outlay, and transportation to and from school.

The Superintendent or designee shall establish district criteria for issuing regular or honorary diplomas to international exchange students. The principal or designee shall refer to these criteria when assisting international exchange students in selecting classes and cocurricular activities based on the student's individual qualifications, needs, and interests.

(cf. 5127 - Graduation Ceremonies and Activities)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.3 - Reciprocity of Academic Credit)

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

35160.1 Broad authority of school districts

35185 Miscellaneous administrative authority

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62.25 Secondary school students, exchange visitor program

Management Resources:

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WEB SITES

CSBA: <http://www.csba.org>

California Interscholastic Federation: <http://www.cifstate.org>

California Office of the Attorney General, ISEPO: <https://oag.ca.gov/exchangestudents>

Council on Standards for International Educational Travel: <http://www.csiet.org>
U.S. Department of State, Bureau of Educational and Cultural Affairs: <http://exchanges.state.gov>
U.S. Department of State, Exchange Visitor Program: <http://j1visa.state.gov/programs/secondary-school-student>
U.S. Immigration and Customs Enforcement: <http://www.ice.gov>

Policy ALAMEDA UNIFIED SCHOOL DISTRICT

adopted: August 25, 2009 Alameda, California

revised:

HIGH SCHOOL GRADUATION REQUIREMENTS

The Governing Board desires to prepare all students to obtain a high school diploma so that they can take advantage of opportunities for postsecondary education and employment.

(cf. 5127 - Graduation Ceremonies and Activities)

(cf. 5147 - Dropout Prevention)

(cf. 6011 - Academic Standards)

(cf. 6143 - Courses of Study)

(cf. 6146.3 - Reciprocity of Academic Credit)

Course Requirements

To obtain a high school diploma, students shall complete ~~at least~~ the following courses in grades 9-12, with each course being one year unless otherwise specified:

1. ~~Four~~ Three courses in English (Education Code 51225.3)

(cf. 6142.91 - Reading/Language Arts Instruction)

2. Two courses in mathematics (Education Code 51225.3)

At least one mathematics course, or a combination of the two mathematics courses, shall meet or exceed state academic content standards for Algebra I or Mathematics I. Completion of such coursework prior to grade 9 shall satisfy the Algebra I or Mathematics I requirement, but shall not exempt a student from the requirement to complete two mathematics courses in grades 9-12. (Education Code 51224.5)

Students may be awarded up to one mathematics course credit for successful completion of an approved computer science course that is classified as a "category c" course based on the "a-g" course requirements for college admission. (Education Code 51225.3, 51225.35)

- ~~3. Two courses in laboratory sciences (including a year each in both biological and physical lab sciences that are approved UC "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)~~

(cf. 6142.92 - Mathematics Instruction)

(cf. 6152.1 - Placement in Mathematics Courses)

3. Two courses in science, including biological and physical sciences (Education Code 51225.3)

(cf. 6142.93 - Science Instruction)

4. Three courses in social studies, including United States 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)

(cf. 6142.3 - Civic Education)

(cf. 6142.94 - History-Social Science Instruction)

BP 6146.1(b)

HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

5. One course in visual ~~and~~ performing arts ~~and one course in world; foreign language. For purposes of this requirement, including American Sign Language shall qualify as a world language (Education Code 51225.3). Students may substitute a course in; or career technical education for one of these required courses (Assembly Bill 1330). Students shall~~(CTE) (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.

(cf. 6142.2 - World/Foreign Language Instruction)

(cf. 6142.6 - Visual and Performing Arts Education)

(cf. 6178 - Career Technical Education)

(cf. 6178.2 - Regional Occupational Center/Program)

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)

(cf. 6142.7 - Physical Education and Activity)

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

(cf. 6142.4 - Service Learning/Community Service Classes)

(cf. 6142.8 - Comprehensive Health Education)

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.

(cf. 6146.11 - Alternative Credits Toward Graduation)
(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)
(cf. 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities)

~~7. One course in current life issues (one semester)~~

~~The normal course load for~~ **Exemptions from District-Adopted Graduation Requirements**

~~District students is six courses per semester.~~

~~1. Each student must~~ are required to ~~complete a total of 230 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 course requirements specified above, including the 10th, 11th, requirements imposed by Education Code 51225.3 and/or 12th grade(s).~~

~~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:~~

~~Current Class Standing Requirements~~

~~Freshmen 0—60~~

~~Sophomore 60—115~~

~~Junior 115—175~~

~~Senior 175—230~~

~~Because the prescribed course of study may not accommodate needs of some students, those adopted by the Board shall provide alternative means for the completion of prescribed courses in accordance with law.~~

Exemptions and Waivers

~~A. However, a foster youth, homeless student, 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 newly arrived immigrant student who is in the third or fourth year of high school and is participating in a newcomer program who transfers into the district any time after completing the second year of high school shall be required to complete all, shall be exempted from any graduation requirements specified in Education Code 51225.3 but shall be exempt from any additional district-adopted graduation by the~~

HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

Board that are in addition to statewide course requirements, unless. This exemption shall not apply if the Superintendent or designee makes a finding that the student is reasonably able to complete the requirements in time to graduate by the end of the fourth year of high school. Within 30 days of the transfer, or of the commencement of participation in a newcomer program, as applicable, the Superintendent or designee shall notify any ~~such~~ eligible student ~~shall be notified~~ of the availability of the exemption and whether the student qualifies for it. (Education Code 51225.1)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 5145.6 - Parental Notifications)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6173.2 - Education of Children of Military Families)

(cf. 6173.3 - Education for Juvenile Court School Students)

(cf. 6175 - Migrant Education Program)

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: (Education Code 48204.4, 51430, 51440)

1. Persons who 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 United States or through online or virtual courses.

HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

2. Former students who were interned by order of the federal government during World War II or who are honorably discharged veterans of World War II, the Korean War, or the Vietnam War, provided that they were enrolled in a district 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. Veterans who entered the military service of the United States while in grade 12 and who had satisfactorily completed the first half of the work required for grade 12 in a district school

Honorary Diplomas

The Board may grant an honorary high school ~~diplomas~~diploma to ~~individuals who have not completed the district requirements including:~~ (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 home country following the completion of one academic school year in the district

(cf. 6145.6 - International Exchange)

2. A student who is terminally ill

The honorary diploma shall be clearly distinguishable from the regular diploma of graduation awarded by the district. (Education Code 51225.5)

Certificate of Achievement

~~Any student who meets all AUSD graduation requirements but does not pass both sections of the CAHSEE will receive an AUSD Certificate of Achievement and may participate in commencement exercises.~~

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 exercises.~~

Legal Reference: (see next page)

HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

Legal Reference:

EDUCATION CODE

47612 Enrollment in charter school

48200 Compulsory attendance

48204.4 Parents/guardians departing California against their will

48412 Certificate of proficiency

48430 Continuation education schools and classes

48645.5 Acceptance of coursework

48980 Required notification at beginning of term

49701 Interstate Compact on Educational Opportunity for Military Children

51224 Skills and knowledge required for adult life

51224.5 Algebra instruction

51225.1 Exemption from district graduation requirements

51225.2 ~~Pupil~~**Student** in foster care defined; acceptance of coursework, credits, retaking of course

51225.3 High school graduation

51225.35 Mathematics course requirements; computer science

51225.36 Instruction in sexual harassment and violence; districts that require health education for graduation

51225.5 Honorary diplomas

51225.6 Compression-only cardiopulmonary resuscitation

51228 Graduation requirements

51240-51246 Exemptions from requirements

51250-51251 Assistance to military dependents

51410-51413 Diplomas

51420-51427 High school equivalency certificates

51430 Retroactive high school diplomas

51440 Retroactive high school diplomas

51450-51455 Golden State Seal Merit Diploma

51745 Independent study restrictions

56390-56392 Recognition for educational achievement, special education

66204 Certification of high school courses as meeting university admissions criteria

67386 Student safety; affirmative consent standard

CODE OF REGULATIONS, TITLE 5

1600-1651 Graduation of students from grade 12 and credit toward graduation

4600-~~4687~~**4670** Uniform complaint procedures

COURT DECISIONS

O'Connell v. Superior Court (Valenzuela), (2006) 141 Cal.App.4th 1452

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, High School: <http://www.cde.ca.gov/ci/gs/hs>

University of California, List of Approved a-g Courses:

<http://www.universityofcalifornia.edu/admissions/freshman/requirements>

Policy ~~ALAMEDA UNIFIED SCHOOL DISTRICT~~ CSBA MANUAL MAINTENANCE SERVICE

adopted: ~~June 12, 2012 Alameda, California~~

~~revised: March 24, 2015~~

~~revised: February 26,~~ May 2019

HIGH SCHOOL GRADUATION REQUIREMENTS

The Governing Board desires to prepare all students to obtain a high school diploma so that they can take advantage of opportunities for postsecondary education and employment.

(cf. 5127 - Graduation Ceremonies and Activities)

(cf. 5147 - Dropout Prevention)

(cf. 6011 - Academic Standards)

(cf. 6143 - Courses of Study)

(cf. 6146.3 - Reciprocity of Academic Credit)

Course Requirements

To obtain a high school diploma, students shall complete at least 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)

(cf. 6142.91 - Reading/Language Arts Instruction)

2. Two courses in mathematics (Education Code 51225.3)

At least one mathematics course, or a combination of the two mathematics courses, shall meet or exceed state academic content standards for Algebra I or Mathematics I. Completion of such coursework prior to grade 9 shall satisfy the Algebra I or Mathematics I requirement, but shall not exempt a student from the requirement to complete two mathematics courses in grades 9-12. (Education Code 51224.5)

Students may be awarded up to one mathematics course credit for successful completion of an approved computer science course that is classified as a "category c" course based on the "a-g" course requirements for college admission. (Education Code 51225.3, 51225.35)

3. Two courses in laboratory sciences (including a year each in both biological and physical lab sciences that are approved UC "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](#))

(cf. 6142.92 - Mathematics Instruction)

(cf. 6152.1 - Placement in Mathematics Courses)

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4. Three courses in social studies, including United States 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)

(cf. 6142.3 - Civic Education)

(cf. 6142.94 - History-Social Science Instruction)

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 [51225.3](#)). Students may substitute a course in career technical education for one of these required courses (Assembly Bill 1330). (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.

(cf. 6142.2 - World/Foreign Language Instruction)

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7. One course in current life issues (one semester)

The normal course load for students is six courses per semester.

1. Each student must complete a total of 230 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).

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:

Current Class Standing Requirements

Freshmen 0 - 60

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Junior 115 - 175

Senior 175 - 230

Because the prescribed course of study may not accommodate needs of some students, the Board shall provide alternative means for the completion of prescribed courses in accordance with law.

(cf. 6146.11 - Alternative Credits Toward Graduation)

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

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This exemption shall not apply if the Superintendent or designee makes a finding that the student is reasonably able to complete the requirements in time to graduate by the end of the fourth year of high school. Within 30 days of the transfer or of the commencement of participation in a newcomer program, as applicable, the Superintendent or designee shall notify any eligible student of the availability of the exemption and whether the student qualifies for it. (Education Code 51225.1)

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University of California, List of Approved a-g Courses:
<http://www.universityofcalifornia.edu/admissions/freshman/requirements>

Policy ALAMEDA UNIFIED SCHOOL DISTRICT

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