

## TERMS OF OFFICE

The Governing Board ~~of Education~~ shall consist of five \_\_\_\_\_ members whose terms shall be staggered so that as nearly as practicable, one half of the members shall be elected in each ~~odd-numbered year-year in which the Board's elections are regularly held.~~ (Education Code 35012)

*(cf. 9220 - Governing Board Elections)*

The term of office for Board members elected in regular elections shall be four years, commencing on the ~~first Friday in December next succeeding their election.~~ (Education Code 5017)

~~Board member terms expire four years after their initial election on the first~~second Friday in December following ~~the~~their election ~~of new.~~ (Education Code 5017)

*(cf. 9223 - Filling Vacancies)*

*(cf. 9224 - Oath or Affirmation)*

*(cf. 9250 - Remuneration, Reimbursement and Other Benefits)*

Board members. ~~(Education Code 5000)~~

~~A member~~ whose ~~term has~~terms have expired shall continue to discharge the duties of ~~the~~ office until ~~his/her successor has~~their successors have qualified by taking the oath of office. ~~(~~ (Education Code 5017; Government Code 1302, 1360; Education Code 5017) 1302, 1360)

If a regularly scheduled Board election date is changed due to consolidation with a statewide or municipal general election, the term of incumbent Board members shall be extended to align with the next applicable election. (Elections Code 10404.5)

### *Legal Reference:*

#### EDUCATION CODE

5000-5033-5000-5033 *Election of school district board members*

35010-35010 *Control of district*

35012-35012 *Board members; number, election and terms*

### 35107 Eligibility

35107 Eligibility

#### ELECTIONS CODE

1302 *Local elections, school district election*

10400-10418 *Consolidation of elections*

14050-14057 *California Voter Participation Rights Act*

#### GOVERNMENT CODE

~~1302-1302~~ Continuance in office until qualification of successor  
~~1303-1303~~ Exercising functions of office without having qualified  
~~1360-1360~~ Necessity of taking constitutional oath

Management Resources:

WEB SITES

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

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

adopted: ~~August 25, 2009 Alameda, California~~ October 2018

**TERMS OF OFFICE**

The Governing Board shall consist of five members whose terms shall be staggered so that as nearly as practicable, one half of the members shall be elected in each year in which the Board's elections are regularly held. (Education Code 35012)

*(cf. 9220 - Governing Board Elections)*

The term of office for Board members elected in regular elections shall be four years, commencing on the second Friday in December following their election. (Education Code 5017)

*(cf. 9223 - Filling Vacancies)*

*(cf. 9224 - Oath or Affirmation)*

*(cf. 9250 - Remuneration, Reimbursement and Other Benefits)*

Board members whose terms have expired shall continue to discharge the duties of office until their successors have qualified by taking the oath of office. (Education Code 5017; Government Code 1302, 1360)

If a regularly scheduled Board election date is changed due to consolidation with a statewide or municipal general election, the term of incumbent Board members shall be extended to align with the next applicable election. (Elections Code 10404.5)

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35010 Control of district

35012 Board members; number, election and terms

35107 Eligibility

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GOVERNMENT CODE

1302 Continuance in office until qualification of successor

1303 Exercising functions of office without having qualified

1360 Necessity of taking constitutional oath

*Management Resources:*

WEB SITES

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

## CHARTER SCHOOL RENEWAL

The Governing Board of Education believes that the ongoing operation of a charter school ~~established within the district~~ should be dependent on the school's effectiveness in achieving its mission and goals for student learning and other student outcomes. Whenever a charter school submits a petition for renewal of its charter, the Board shall review the petition ~~in a thorough and timely manner~~ thoroughly and in a timely manner. The Board shall consider renewal petitions only of charters originally authorized by the Board itself or by the State Board of Education on appeal after initial denial by the Board.

(cf. ~~0420.4~~ 0420.4 - Charter School Authorization)

(cf. ~~0420.41~~ 0420.41 - Charter School Oversight)

(cf. ~~0420.43~~ 0420.43 - Charter School Revocation)

(cf. ~~0500~~ 0500 - Accountability)

~~The Board will accept a request to renew a~~

No charter school that submits a renewal petition on or after July 1, 2019 shall be operated as, or be operated by, a for-profit corporation, a for-profit educational management organization, or a for-profit charter management organization. (Education Code 47604)

~~The~~ not prior to 365 days from Board recommends that a charter school submit its petition for renewal to the Board sufficiently early before the expiration of the charter. ~~Charter renewal petitions are strongly encouraged to be submitted to the Board no later than 150 days prior to the expiration term of the charter. Given that charter schools seeking renewals must hold a charter renewal orientation meeting, complete a performance narrative, to allow the Board's deliberations and hold a site inspection, staff encourages decision on the renewal petitions to be filed between October 1 and January 31~~ petition to be completed with minimal disruption to the charter school's educational program in the school renewal year prior to expiration.

Each renewal granted by the Board shall be for a period of five years. (Education Code 47607)

## Criteria for Granting or Denying Renewal

Renewals shall be governed by the same standards and criteria that apply to new ~~the~~ charter petitions as set forth in Education Code 47605, except that the

~~The~~ signature requirement for new petitions is not applicable to new charter petitions shall not be applicable to petitions for renewal. + (Education Code 47607; 5 CCR 11966.4) 11966.4)

The petition for renewal shall include a reasonably comprehensive description of how the charter school has met all new charter school requirements enacted into law after the charter was originally granted or last renewed. ~~The petition also shall include documentation that the charter school meets at least one of the criteria for academic performance specified in Education Code 47607(b).~~ (Education Code 47607; 5 CCR 11966.4) (Education Code 47607; 5 CCR 11966.4)  
~~The Board shall not~~

~~In determining whether to grant a renewal until at least 30 days after the charter school submits such documentation of its academic performance. (Education Code 47607)~~

~~Within 30 days of receiving the renewal petition, the Board shall hold a public hearing to review documentation submitted by the charter school and obtain public input.~~

~~Within 60 days of receiving the renewal petition, or within 90 days if extended by mutual written agreement of the Board and the charter school, the Board shall either grant or deny the request to renew the charter. (Education Code 47607; 5~~

~~CCR 11966.4) charter~~

~~Renewals shall be governed by the same standards and criteria that apply to new charter petitions as set forth in Education Code 47605. When considering a petition for renewal, the Board shall consider the past academic, financial, and operational performance of the charter ~~school's academics, finances, and operations~~ school in evaluating the likelihood of future success, along with any plans for improvement, if any. (Education Code 47607; 5 CCR 11966.4). Increases in academic achievement for all numerically significant groups of students served by the charter school, as defined in Education Code 52052, shall be the most important factor. (Education Code 47607; 5 CCR 11966.4)~~

~~Each renewal shall be for a period of five years. (Education Code 47607)~~

The Board shall not deny a renewal petition ~~only if~~ unless it makes ~~a~~ written factual ~~finding~~ findings, specific to the particular petition, setting forth specific facts to support one or more of the following grounds: ~~(Education Code 47605, 47607; 5 CCR 11966.4)~~ (Education Code 47605, 47607; 5 CCR 11966.4)

BP 0420.42(b)

### CHARTER SCHOOL RENEWAL (continued)

- 1.- \_\_\_\_ The charter school presents an unsound educational program for the students ~~to be~~ enrolled in the ~~charter~~ school.
- 2.- \_\_\_\_ The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition.
- 3.- \_\_\_\_ The petition does not contain an affirmation of each of the conditions described in Education Code ~~47605~~ 47605(d).
- 4.- \_\_\_\_ The petition does not contain reasonably comprehensive descriptions of the charter provisions in Education Code ~~47605~~ 47605(b).
- 5.- \_\_\_\_ The charter school has failed to ~~meet~~ demonstrate that it meets at least one of the following criteria of academic performance:

~~a. Attainment of its Academic Performance Index (API) growth target in the prior year or in two of the last three years, or in the aggregate for the prior three years~~

~~b. An API ranking in deciles 4-10 in the prior year or in two of the last three years~~

~~c. An API ranking in deciles 4-10 for a demographically comparable school in the prior year or in two of the last three years~~

~~d.~~

a. Increases in academic achievement for all groups of students schoolwide and among numerically significant student subgroups, as determined using measures identified pursuant to Education Code 52052

b. Academic performance at least equal to the academic performance of the public schools that the charter school students would otherwise have been required to attend, as well as the academic performance of district schools, taking into account the composition of the student population that is served at the charter school

~~In determining whether the charter school satisfies this criterion, the Board~~

Such performance shall be determined based on a review of documented, clear, and convincing data; student achievement data from assessments, including, but not limited to, state academic achievement tests, for demographically similar student populations in comparison schools; and information submitted by the charter school at least 30 days prior to the Board's decision. The Board shall not grant a renewal until at least 30 days after the submission of any such documentation by the charter school. The Superintendent or designee shall submit to the Superintendent of Public Instruction copies of supporting documentation and a written summary of the basis for the Board's determination.

~~The district shall submit copies of supporting documentation and a written summary of the basis for its determination to the Superintendent of Public Instruction.~~

~~(cf. 6162.51 - Standardized Testing and Reporting Program)~~

~~e.~~

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

c. Qualification for ~~an~~the state's alternative accountability system for schools that serve high-risk students

BP 0420.42(c)

### **Timelines for Board Action**

Within 30 days of receiving the renewal petition, the Board shall hold a public hearing to review documentation submitted by the charter school and obtain public input.

Within 60 days of receiving the renewal petition, or within 90 days if extended by mutual written agreement of the Board and the charter school, the Board shall either grant or deny the request to renew the charter. ~~pursuant to~~ (Education Code ~~52052~~ 47607; 5 CCR ~~11966.4~~)

If the Board fails to make a written factual finding pursuant to items #1-5 in the section "Criteria for Granting or Denying Renewal" above within the required time period, the absence of a written factual finding shall be deemed an approval of the renewal petition. ~~(5 CCR 11966.4)~~ (5 CCR 11966.4)

The Superintendent or designee shall provide notification to the California Department of Education, within 10 calendar days of the Board's action, whenever a renewal of the charter is granted or denied. ~~(Education Code 47604.32; 5 CCR 11962.1)~~ (Education Code 47604.32; 5 CCR 11962.1)

If the Board denies a renewal petition, the charter school may submit its application for renewal to the County Board of Education within 30 days of the Board's written factual findings supporting the denial. ~~If the County Board then fails to deny or grant the petition within 60 days of receiving the petition, or within 90 days if extended by written mutual agreement of the charter school and the County Board, the charter school may submit the petition to the State Board of Education. (Education Code 47605, 47607.5)~~

Legal Reference: (see next page)

## CHARTER SCHOOL RENEWAL (continued)

### *Legal Reference:*

#### EDUCATION CODE

#### 47600-47616.7 Charter Schools Act of 1992

~~52052 Alternative accountability system; definition~~ 47600-47616.7 Charter Schools Act of 1992

52052 Definition of numerically significant student subgroup

~~56145-56146-56145-56146~~ Special education services in charter schools

~~60600-60649-60600-60649~~ Assessment of academic achievement

CODE OF REGULATIONS, TITLE 5

#### 11960-11969 Charter schools

11960-11969 Charter schools

UNITED STATES CODE, TITLE 20

~~7223-7225 Charter schools~~ 7223-7225 Charter schools

### *Management Resources:*

#### CSBA PUBLICATIONS

The Role of the Charter School Authorizer, Online Course

Charter Schools: A ~~Manual~~ Guide for Governance Teams, rev. 2012 2016

#### WEB SITES

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

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

California Charter Schools Association: ~~http://www.calcharters.org~~ http://www.calcharters.org

California Department of Education, Charter Schools: ~~http://www.cde.ca.gov/sp/es~~

~~http://www.cde.ca.gov/sp/cs~~

National Association of Charter School Authorizers: ~~http://www.charterauthorizers.org~~

~~http://www.charterauthorizers.org~~

U.S. Department of Education: ~~http://www.ed.gov~~ http://www.ed.gov



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

adopted: ~~November 27, 2012 Alameda, California~~ October 2018

**CHARTER SCHOOL RENEWAL**

The Governing Board believes that the ongoing operation of a charter school should be dependent on the school's effectiveness in achieving its mission and goals for student learning and other student outcomes. Whenever a charter school submits a petition for renewal of its charter, the Board shall review the petition thoroughly and in a timely manner. The Board shall consider renewal petitions only of charters originally authorized by the Board itself or by the State Board of Education on appeal after initial denial by the Board.

*(cf. 0420.4 - Charter School Authorization)*

*(cf. 0420.41 - Charter School Oversight)*

*(cf. 0420.43 - Charter School Revocation)*

*(cf. 0500 - Accountability)*

No charter school that submits a renewal petition on or after July 1, 2019 shall be operated as, or be operated by, a for-profit corporation, a for-profit educational management organization, or a for-profit charter management organization. (Education Code 47604)

The Board recommends that a charter school submit its petition for renewal to the Board sufficiently early before the expiration of the term of the charter to allow the Board's deliberations and decision on the renewal petition to be completed with minimal disruption to the charter school's educational program in the renewal year.

Each renewal granted by the Board shall be for a period of five years. (Education Code 47607)

**Criteria for Granting or Denying Renewal**

Renewals shall be governed by the same standards and criteria that apply to new charter petitions as set forth in Education Code 47605, except that the signature requirement for new petitions is not applicable to petitions for renewal. (Education Code 47607; 5 CCR 11966.4)

The petition for renewal shall include a reasonably comprehensive description of how the charter school has met all new charter school requirements enacted into law after the charter was originally granted or last renewed. (Education Code 47607; 5 CCR 11966.4)

In determining whether to grant a charter renewal, the Board shall consider the past academic, financial, and operational performance of the charter school in evaluating the likelihood of future success, along with any plans for improvement. Increases in academic achievement for all numerically significant groups of students served by the charter school, as defined in Education Code 52052, shall be the most important factor. (Education Code 47607; 5 CCR 11966.4)

The Board shall not deny a renewal petition unless it makes written factual findings, specific to the particular petition, setting forth specific facts to support one or more of the following grounds: (Education Code 47605, 47607; 5 CCR 11966.4)

1. The charter school presents an unsound educational program for the students enrolled in the school.
2. The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition.
3. The petition does not contain an affirmation of each of the conditions described in Education Code 47605(d).
4. The petition does not contain reasonably comprehensive descriptions of the charter provisions in Education Code 47605(b).
5. The charter school has failed to demonstrate that it meets at least one of the following criteria of academic performance:
  - a. Increases in academic achievement for all groups of students schoolwide and among numerically significant student subgroups, as determined using measures identified pursuant to Education Code 52052
  - b. Academic performance at least equal to the academic performance of the public schools that the charter school students would otherwise have been required to attend as well as the academic performance of district schools, taking into account the composition of the student population that is served at the charter school

Such performance shall be determined based on a review of documented clear and convincing data; student achievement data from assessments, including, but not limited to, state academic achievement tests, for demographically similar student populations in comparison schools; and information submitted by the charter school. The Board shall not grant a renewal until at least 30 days after the submission of any such documentation by the charter school. The Superintendent or designee shall submit to the Superintendent of Public Instruction copies of supporting documentation and a written summary of the basis for the Board's determination.

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

- c. Qualification for the state's alternative accountability system for schools that serve high-risk students

### **Timelines for Board Action**

Within 30 days of receiving the renewal petition, the Board shall hold a public hearing to review documentation submitted by the charter school and obtain public input.

Within 60 days of receiving the renewal petition, or within 90 days if extended by mutual written agreement of the Board and the charter school, the Board shall either grant or deny the request to renew the charter. (Education Code 47607; 5 CCR 11966.4)

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The Superintendent or designee shall provide notification to the California Department of Education, within 10 calendar days of the Board's action, whenever a renewal of the charter is granted or denied. (Education Code 47604.32; 5 CCR 11962.1)

If the Board denies a renewal petition, the charter school may submit its application for renewal to the County Board of Education within 30 days of the Board's written factual findings supporting the denial. (Education Code 47605, 47607.5)

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Policy ALAMEDA UNIFIED SCHOOL DISTRICT  
adopted: November 27, 2012 Alameda, California  
revised:

~~Communication With~~

**COMMUNICATION WITH THE PUBLIC**

The ~~Public~~—

~~The Governing Board of Education~~ recognizes the district's responsibility to keep the public informed regarding the goals, programs, achievements, and needs of the schools and district and to be responsive to the concerns and interests of the community. The Superintendent or designee shall establish strategies for effective two-way communications between the district and the public and shall consult with the Board regarding the role of Board members as advocates for the district's students, programs, and policies.

(cf. ~~5020~~ 5020 - Parent Rights and Responsibilities)

(cf. ~~9000~~ 9000 - Role of the Board)

The Superintendent or designee shall provide the Board and staff with communications protocols and procedures to assist the district in presenting a consistent, unified message on district issues. Such protocols and procedures may include, but are not limited to, identification of the spokesperson(s) authorized to speak to the media on behalf of the district, strategies for coordinating communications efforts and activities, and legal requirements pertaining to confidentiality as well as the public's right to access records.

(cf. ~~1112~~ 1112 - Media Relations)

(cf. ~~1340~~ 1340 - Access to District Records)

(cf. ~~2111~~ 2111 - Superintendent Governance Standards)

(cf. ~~3580~~ 3580 - District Records)

(cf. ~~5125~~ 5125 - Student Records)

(cf. ~~5125.1~~ 5125.1 - Release of Directory Information)

(cf. ~~9005~~ 9005 - Governance Standards)

(cf. ~~9010~~ 9010 - Public Statements)

(cf. ~~9011~~ 9011 - Disclosure of Confidential/Privileged Information)

The Superintendent or designee shall utilize a variety of ~~communications methods in order to~~ provide information to the public with access to information. Such methods may include, but are not limited to, district and school newsletters, web sites, social ~~networking pages or other~~ online communications technologies, direct email, media, electronic communications, mailings, notices sent home with students, recorded telephone messages for parent/guardian information, community forums and public events, news releases, meetings with education reporters and editorial boards, presentations at parent organization meetings, and meetings with representatives of local governments, community organizations, and businesses.

(cf. ~~0510~~ 0510 - School Accountability Report Card)

(cf. ~~1020~~ Youth Services)

1113 (cf. ~~1113~~ - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

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

(cf. ~~1700~~ 1700 - Relations Between Private Industry and the Schools)

In developing communications strategies, the Superintendent or designee shall take into account the needs of all members of the public, including individuals with disabilities and those whose primary language is not English.

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

BP 1100(b)

## **COMMUNICATION WITH THE PUBLIC (continued)**

The Superintendent or designee ~~shall ensure that~~ may provide staff members ~~are responsive with professional development to assist them in effectively responding to requests for information or assistance~~ by parents/guardians or members of the public ~~for information or assistance and may provide staff with professional development in their "customer service" role as needed.~~

(cf. ~~4131~~ 4131 - *Staff Development*)

(cf. ~~4231~~ 4231 - *Staff Development*)

(cf. ~~4331~~ 4331 - *Staff Development*)

The Superintendent or designee shall provide multiple avenues and opportunities for members of the public to give input on district and school issues and operations. Community members are encouraged to become involved in school activities, participate on district and school committees, provide input at Board meetings, submit suggestions to district staff, and use the district's complaint procedures as appropriate.

(cf. ~~1220~~ 0460 - *Local Control and Accountability Plan*)

(cf. 1220 - *Citizen Advisory Committees*)

(cf. ~~1230~~ 1230 - *School-Connected Organizations*)

(cf. 1240 ~~1240~~ - *Volunteer Assistance*)

(cf. 1250 ~~1250~~ - *Visitors/Outsiders*)

(cf. 1260 ~~1260~~ - *Educational Foundation*)

(cf. 1312.1 ~~1312.1~~ - *Complaints Concerning District Employees*)

(cf. 1312.2 ~~1312.2~~ - *Complaints Concerning Instructional Materials*)

(cf. 1312.3 ~~1312.3~~ - *Uniform Complaint Procedures*)

(cf. 1312.4 ~~1312.4~~ - *Williams Uniform Complaint Procedures*)

(cf. 3555 ~~3555~~ - *Nutrition Program Compliance*)

(cf. 6020 ~~6020~~ - *Parent Involvement*)

(cf. 9322 ~~9322~~ - *Agenda/Meeting Materials*)

(cf. 9323 ~~9323~~ - *Meeting Conduct*)

### **Prohibition Against**

### **Mass Mailings at Public Expense**

~~No newsletter or other mass mailing, as defined in Government Code 82041.5 and 2 CCR 18901, shall be sent by the district at public expense if such material aggrandizes one or more Board members. The name, signature, or photograph of a Board member may be included in such materials only as permitted by 2 CCR 18901. (Government Code 82041.5, 89001; 2 CCR 18901)~~

~~Any newsletter or mass mailing~~

Newsletters or mass mailings regarding ballot measures, candidates, legislative activities, or any other campaign activities shall be sent and distributed in accordance with law and Board policy.

(cf. ~~1160~~ 1160 - Political Processes)

A mass mailing is prohibited if all of the following criteria are met: (Government Code 89001-89002)

1. The mailing involves sending a tangible item, such as a videotape, record, button, or written document, which is delivered by any means to recipients at their residence, place of employment or business, or post office box.

BP 1100(c)

#### COMMUNICATION WITH THE PUBLIC (continued)

2. The item features a Board member or includes the name, office, photograph, or other reference to a Board member and is prepared or sent in cooperation, consultation, coordination, or concert with the Board member.
3. The costs of distribution, or any costs of design, production, and printing exceeding \$50, are paid with district funds.
4. More than 200 substantially similar items, as defined in Government Code 89002, are sent in a single calendar month.

The above prohibition does not apply to the types of mass mailings specified in Government Code 89002(b), including, but not limited to: (Government Code 89002)

1. An item in which the Board member's name appears only in a roster containing the names of all Board members or in the letterhead or logotype of the stationery, forms, and envelopes of the district, a district committee, or the Board member
2. An announcement including only a single mention of the Board member's name which concerns a public meeting related to the Board member's duties or any official district event(s) for which the district is providing the use of its facilities, staff, or other financial support
3. A business card that contains only one mention of the Board member's name and no photograph of the Board member

However, any of the excepted mailings listed in items #1-3 above that meets the criteria for prohibited mass mailings shall not be sent within 60 days preceding an election in which a Board member to whom the mailing relates will appear on the ballot as a candidate.

(Government Code 89003)

## **Comprehensive Communications Plan**

The Superintendent or designee shall develop a written communications plan which establishes priorities for proactive community outreach to build support for district programs and issues. The plan shall identify specific communications goals aligned with the district's vision and goals for student learning. For each communications goal, the plan shall identify key messages, individuals or groups that can help the district achieve its goal, strategies tailored to each target audience, timelines, persons responsible for each activity, and budget implications.

(cf. ~~0200~~ 0000 - *Vision*)

(cf. 0200 - *Goals for the School District*)

BP 1100(d)

## **COMMUNICATION WITH THE PUBLIC (continued)**

As appropriate for each issue, target audiences may include parents/guardians, the media, local governmental agencies, businesses, community organizations and civic groups, postsecondary institutions, health care professionals, child care providers, community leaders, state or federal legislators or agencies, and/or other segments of the public.

The plan shall incorporate strategies for effective communications during a crisis or other emergency situation that may arise.

(cf. ~~0450~~ 0450 - *Comprehensive Safety Plan*)

(cf. ~~3516~~ 3516 - *Emergencies and Disaster Preparedness Plan*)

The Superintendent or designee shall periodically evaluate the implementation and effectiveness of the district's communications plan and recommend to the Board whether the goals and key issues identified in the plan need to be revised to meet changing circumstances or priorities.

### *Legal Reference:*

#### EDUCATION CODE

~~7054~~ 7054 *Use of district property or funds re: ballot measures and candidates*

~~35145.5~~ 35145.5 *Board meetings, public participation*

~~35172~~ 35172 *Promotional activities*

~~38130~~ 38138 *Civic Center Act*

~~48980~~ 48985 *Parental notifications*

~~38130~~ 38138 *Civic Center Act*

~~48980~~ 48985 *Parental notifications*

#### GOVERNMENT CODE



~~54957.5-54957.5~~ *Meeting agendas and materials*

~~82041.5~~ **Mass mailing**

~~89001-82041.5~~ *Mass mailing*

~~89001-89003~~ *Newsletter or mass mailing*

CODE OF REGULATIONS, TITLE 2

~~18901~~ **Mass mailings sent at public expense**

~~18901.1-18901.1~~ *Campaign-related mailings sent at public expense*

CODE OF FEDERAL REGULATIONS, TITLE 28

~~35.101-35.190-35.101-35.190~~ *Americans with Disabilities Act*

*Management Resources:*

WEB SITES

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

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

~~California School Public Relations Association:~~ <http://www.calspra.org> <http://www.calspra.org>

~~Fair Political Practices Commission:~~ <http://www.fppc.ca.gov> <http://www.fppc.ca.gov>

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

adopted: ~~August 23, 2011 Alameda, California~~ October 2018

**COMMUNICATION WITH THE PUBLIC**

The Governing Board recognizes the district's responsibility to keep the public informed regarding the goals, programs, achievements, and needs of the schools and district and to be responsive to the concerns and interests of the community. The Superintendent or designee shall establish strategies for effective two-way communications between the district and the public and shall consult with the Board regarding the role of Board members as advocates for the district's students, programs, and policies.

*(cf. 5020 - Parent Rights and Responsibilities)*

*(cf. 9000 - Role of the Board)*

The Superintendent or designee shall provide the Board and staff with communications protocols and procedures to assist the district in presenting a consistent, unified message on district issues. Such protocols and procedures may include, but are not limited to, identification of the spokesperson(s) authorized to speak to the media on behalf of the district, strategies for coordinating communications efforts and activities, and legal requirements pertaining to confidentiality as well as the public's right to access records.

*(cf. 1112 - Media Relations)*

*(cf. 1340 - Access to District Records)*

*(cf. 2111 - Superintendent Governance Standards)*

*(cf. 3580 - District Records)*

*(cf. 5125 - Student Records)*

*(cf. 5125.1 - Release of Directory Information)*

*(cf. 9005 - Governance Standards)*

*(cf. 9010 - Public Statements)*

*(cf. 9011 - Disclosure of Confidential/Privileged Information)*

The Superintendent or designee shall utilize a variety of methods to provide information to the public with access to information. Such methods may include, but are not limited to, district and school newsletters, web sites, social media, electronic communications, mailings, notices sent home with students, recorded telephone messages for parent/guardian information, community forums and public events, news releases, meetings with education reporters and editorial boards, presentations at parent organization meetings, and meetings with representatives of local governments, community organizations, and businesses.

*(cf. 0510 - School Accountability Report Card)*

*(cf. 1113 - District and School Web Sites)*

*(cf. 1114 - District-Sponsored Social Media)*

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

*(cf. 1700 - Relations Between Private Industry and the Schools)*

In developing communications strategies, the Superintendent or designee shall take into account the needs of all members of the public, including individuals with disabilities and those whose primary language is not English.

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

The Superintendent or designee may provide staff members with professional development to assist them in effectively responding to requests for information or assistance by parents/guardians or members of the public.

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

The Superintendent or designee shall provide multiple avenues and opportunities for members of the public to give input on district and school issues and operations. Community members are encouraged to become involved in school activities, participate on district and school committees, provide input at Board meetings, submit suggestions to district staff, and use the district's complaint procedures as appropriate.

*(cf. 0460 - Local Control and Accountability Plan)*

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 1230 - School-Connected Organizations)*

*(cf. 1240 - Volunteer Assistance)*

*(cf. 1250 - Visitors/Outsiders)*

*(cf. 1260 - Educational Foundation)*

*(cf. 1312.1 - Complaints Concerning District Employees)*

*(cf. 1312.2 - Complaints Concerning Instructional Materials)*

*(cf. 1312.3 - Uniform Complaint Procedures)*

*(cf. 1312.4 - Williams Uniform Complaint Procedures)*

*(cf. 3555 - Nutrition Program Compliance)*

*(cf. 6020 - Parent Involvement)*

*(cf. 9322 - Agenda/Meeting Materials)*

*(cf. 9323 - Meeting Conduct)*

### **Mass Mailings at Public Expense**

Newsletters or mass mailings regarding ballot measures, candidates, legislative activities, or any other campaign activities shall be sent and distributed in accordance with law and Board policy.

*(cf. 1160 - Political Processes)*

A mass mailing is prohibited if all of the following criteria are met: (Government Code 89001-89002)

1. The mailing involves sending a tangible item, such as a videotape, record, button, or written document, which is delivered by any means to recipients at their residence, place of employment or business, or post office box.
2. The item features a Board member or includes the name, office, photograph, or other reference to a Board member and is prepared or sent in cooperation, consultation, coordination, or concert with the Board member.
3. The costs of distribution, or any costs of design, production, and printing exceeding \$50, are paid with district funds.

4. More than 200 substantially similar items, as defined in Government Code 89002, are sent in a single calendar month.

The above prohibition does not apply to the types of mass mailings specified in Government Code 89002(b), including, but not limited to: (Government Code 89002)

1. An item in which the Board member's name appears only in a roster containing the names of all Board members or in the letterhead or logotype of the stationery, forms, and envelopes of the district, a district committee, or the Board member
2. An announcement including only a single mention of the Board member's name which concerns a public meeting related to the Board member's duties or any official district event(s) for which the district is providing the use of its facilities, staff, or other financial support
3. A business card that contains only one mention of the Board member's name and no photograph of the Board member

However, any of the excepted mailings listed in items #1-3 above that meets the criteria for prohibited mass mailings shall not be sent within 60 days preceding an election in which a Board member to whom the mailing relates will appear on the ballot as a candidate. (Government Code 89003)

### **Comprehensive Communications Plan**

The Superintendent or designee shall develop a written communications plan which establishes priorities for proactive community outreach to build support for district programs and issues. The plan shall identify specific communications goals aligned with the district's vision and goals for student learning. For each communications goal, the plan shall identify key messages, individuals or groups that can help the district achieve its goal, strategies tailored to each target audience, timelines, persons responsible for each activity, and budget implications.

*(cf. 0000 - Vision)*

*(cf. 0200 - Goals for the School District)*

As appropriate for each issue, target audiences may include parents/guardians, the media, local governmental agencies, businesses, community organizations and civic groups, postsecondary institutions, health care professionals, child care providers, community leaders, state or federal legislators or agencies, and/or other segments of the public.

The plan shall incorporate strategies for effective communications during a crisis or other emergency situation that may arise.

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 3516 - Emergencies and Disaster Preparedness Plan)*

The Superintendent or designee shall periodically evaluate the implementation and effectiveness of the district's communications plan and recommend to the Board whether the goals and key issues identified in the plan need to be revised to meet changing circumstances or priorities.

*Legal Reference:*

EDUCATION CODE

7054 *Use of district property or funds re: ballot measures and candidates*

35145.5 *Board meetings, public participation*

35172 *Promotional activities*

38130-38138 *Civic Center Act*

48980-48985 *Parental notifications*

GOVERNMENT CODE

54957.5 *Meeting agendas and materials*

82041.5 *Mass mailing*

89001-89003 *Newsletter or mass mailing*

CODE OF REGULATIONS, TITLE 2

18901.1 *Campaign-related mailings sent at public expense*

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 *Americans with Disabilities Act*

*Management Resources:*

WEB SITES

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

California School Public Relations Association: <http://www.calspra.org>

Fair Political Practices Commission: <http://www.fppc.ca.gov>

Policy ALAMEDA UNIFIED SCHOOL DISTRICT

adopted: August 23, 2011 Alameda, California

revised:

## GIFTS, GRANTS AND BEQUESTS

The Governing ~~Board of Education~~ may accept any gift, grant, or bequest of money, property, or service to the district from any individual, ~~private agency or organization~~, foundation, or ~~other~~ public or private agency that desires to support the district's educational program. While greatly appreciating suitable donations, the Board shall reject any gift which may directly or indirectly impair its authority to make decisions in the best interest of district students or its ability or commitment to provide equitable educational opportunities.

(~~cf. 0100 - Philosophy~~)

0200 (~~cf. 0200~~) - *Goals for the School District*)

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

(~~cf. 0415 - Equity~~)

(~~cf. 1260~~ 1260 - *Educational Foundation*)

(~~cf. 9270 - Conflict of Interest~~)

Before accepting any gift, grant, or bequest, the Board shall carefully consider any conditions or restrictions imposed by the donor to ensure their consistency with the district's vision, philosophy, and operations. If the Board believes the district will be unable to fully satisfy the donor's conditions, the gift shall not be accepted.

(~~cf. 0000 - Vision~~)

(~~cf. 0100 - Philosophy~~)

(~~cf. 0000 - Vision~~)

In addition, the Board shall ensure that acceptance of the gift, grant, or bequest does not:

- 1.-        Involve creation of a program which the Board would be unable to sustain when the donation is exhausted
- 2.-        Entail undesirable or excessive costs
- 3.-        Promote the use of violence, drugs, tobacco, or alcohol ~~or the violation of any law or district policy~~

(~~cf. 5131.6~~ 5131.6 - *Alcohol and Other Drugs*)

(~~cf. 5131.62~~ 5131.62 - *Tobacco*)

4.        Advertise or endorse the use of non-nutritious food or beverages during the school day

(~~cf. 5030 - Student Wellness~~)

5. Encourage or enable the violation of any law or district policy

6. ~~(cf. 5131.62 - Tobacco)~~

4. Imply endorsement of any business or product or unduly commercialize or politicize the school environment

(cf. ~~1325~~ 1325 - Advertising and Promotion)

BP 3290(b)

### GIFTS, GRANTS AND BEQUESTS (continued)

Any gift of books ~~and/or~~ instructional materials ~~shall~~may only be accepted ~~only~~ if they meet ~~regular~~ district criteria for selection of instructional materials.

(cf. ~~6161.1~~ 6161.1 - Selection and Evaluation of Instructional Materials)

(cf. 6161.11 - Supplementary Instructional Materials)

All gifts, grants, and bequests shall become district property. Donors are encouraged to donate all gifts to the district rather than to a particular school, classroom, or teacher. At the Superintendent or designee's discretion, a gift may be used at a particular school or classroom.

When any gift of money received by the district is not immediately used, it shall be placed in the county treasury in accordance with law. (~~Education Code 41030-41031~~) (Education Code 41030-41031)

(cf. 3430 - Investing)

The Superintendent or designee shall annually provide a report to the Board indicating the gifts, grants, and/or bequests received on behalf of the district in the preceding fiscal year. The report shall include a statement of account and expenditure of all gifts of money and an inventory of all gifts of physical assets.

(cf. ~~3440~~ 3440 - Inventories)

(cf. ~~3460~~ 3460 - Financial Reports and Accountability)

### **Appreciation**

~~The Board may show appreciation for any donation to the district in any manner it deems appropriate. Such appreciation may take the form of letters of recognition or Board resolutions; plaques, commendations, or awards; planting of commemorative trees or gardens; or naming or renaming of buildings, grounds, or facilities. Conferment of any such honor shall be in accordance with applicable Board policy.~~

~~(cf. 1150 - Commendations and Awards)~~

~~(cf. 7310 - Naming of Facility)~~

## Corporate Sponsorship

The Board may enter into an agreement or arrangement with an outside entity for the sponsorship of an educational, athletic, or other program or activity. When appropriate, the agreement may allow the outside entity to advertise or promote its business, product, or service in district publications or on district property or web sites.

(cf. ~~1113~~ 1113 - District and School Web Sites)

(cf. ~~1700~~ 1700 - Relations Between Private Industry and the Schools)

(cf. ~~3312~~ 3312 - Contracts)

(cf. 6145.2 - Athletic Competition)

Every sponsorship agreement shall be in writing and shall be approved by the Board. The Board shall ensure that the district's relationship and arrangement with the sponsor are consistent with the district's mission, values, and goals. Any advertising or promotional message, image, or other depiction to be used by the sponsor shall meet the standards set for commercial advertising on district property and in district-sponsored publications. ~~No message, image, or other depiction that promotes the use of obscene language, pornography, alcohol, tobacco, or prohibited drugs or that advocates unlawful discrimination, use of violence, or the violation of law or district policy shall be allowed~~ in accordance with BP 1325 - Advertising and Promotion.

BP 3290(c)

## GIFTS, GRANTS AND BEQUESTS (continued)

Each sponsorship agreement shall contain statements including, but not limited to:

- 1.- \_\_\_\_ The purpose of the relationship with the sponsor, details of the benefits to the district, and how the benefits will be distributed.
- 2.- \_\_\_\_ The duration of the agreement and the roles, expectations, rights, and responsibilities of the district and the sponsor, including whether and to what extent the sponsor is allowed to advertise or promote its products and/or services.
- 3.- \_\_\_\_ The authority of the Board to retain exclusive right over the use of the district's name, logo, and other proprietary information. ~~The sponsor's use of such information shall require and the requirement that the sponsor obtain~~ prior approval of the Board, before using such information
4. \_\_\_\_
4. \_\_\_\_ The prohibition against the collection or distribution of students' personal information except as allowed by law
5. \_\_\_\_ The authority of the Board to terminate the agreement without any penalty or sanction to the district if the sponsor's message, business, or product becomes inconsistent with



~~district~~the district's vision, mission, or goals or the sponsor engages in any prohibited activity-

~~5. The prohibition against the collection of students' personal information except as allowed by law.~~

(cf. ~~5022~~ 5022 - Student and Family Privacy Rights)

(cf. ~~5125~~ 5125 - Student Records)

### **Online Fundraising**

Any person or entity who wishes to conduct an online fundraising campaign, including a crowdfunding campaign, for the benefit of the district, a school, or a classroom shall submit a written request for prior approval to the Superintendent or designee. Approval of requests shall take into consideration compatibility with the district's vision and goals, core beliefs, instructional priorities, and infrastructure; the manner in which donations are collected and distributed; equity of the use of funds; and any other factors deemed relevant or appropriate by the district.

Any person or entity approved to conduct an online fundraising campaign shall comply with relevant district policies and procedures, including ensuring financial transparency in describing the purpose and use of the funds and protecting student privacy as applicable. Such person or entity shall specify that the district, rather than a staff member, classroom, or school, will own the funded resources.

Funds raised by an online fundraising campaign and donated to the district shall be subject to the same terms, criteria for acceptance, and accountability measures as any other donation as specified in this policy.

BP 3290(d)

### **GIFTS, GRANTS AND BEQUESTS (continued)**

#### **Appreciation**

The Board may show appreciation for any donation to the district in any manner it deems appropriate. Such appreciation may take the form of letters of recognition or Board resolutions; plaques, commendations, or awards; planting of commemorative trees or gardens; or naming or renaming of buildings, grounds, or facilities. Conferment of any such honor shall be in accordance with applicable Board policy.

(cf. 1150 - Commendations and Awards)

(cf. 7310 - Naming of Facility)

Legal Reference:

EDUCATION CODE

~~1834~~ 1834 Acquisition of materials and apparatus

~~35160-35160~~ Powers and duties

~~35162-35162~~ Power to sue, be sued, hold and convey property

~~41030-41030~~ School district may invest surplus monies from bequest or gifts

~~41031-41031~~ Special fund or account in county treasury

~~41032-41032~~ Authority of school board to accept gift or bequest; investments; gift of land requirements

~~41035-41035~~ Advisory committee

~~41036-41036~~ Function of advisory committee

~~41037-41037~~ Rules and regulations

~~41038-41038~~ Applicability of other provisions of chapter

*Management Resources:*

WEB SITES

California Consortium of Education Foundations: ~~<http://www.cceflink.org>~~ <http://www.cceflink.org>

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

adopted: ~~August 25, 2009 Alameda, California~~ October 2018

~~revised: May 8, 2012~~

**GIFTS, GRANTS AND BEQUESTS**

The Governing Board may accept any gift, grant, or bequest of money, property, or service to the district from any individual, organization, foundation, or public or private agency that desires to support the district's educational program. While greatly appreciating suitable donations, the Board shall reject any gift which may directly or indirectly impair its authority to make decisions in the best interest of district students or its ability or commitment to provide equitable educational opportunities.

*(cf. 0200 - Goals for the School District)*

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

*(cf. 0415 - Equity)*

*(cf. 1260 - Educational Foundation)*

*(cf. 9270 - Conflict of Interest)*

Before accepting any gift, grant, or bequest, the Board shall carefully consider any conditions or restrictions imposed by the donor to ensure their consistency with the district's vision, philosophy, and operations. If the Board believes the district will be unable to fully satisfy the donor's conditions, the gift shall not be accepted.

*(cf. 0000 - Vision)*

*(cf. 0100 - Philosophy)*

In addition, the Board shall ensure that acceptance of the gift, grant, or bequest does not:

1. Involve creation of a program which the Board would be unable to sustain when the donation is exhausted
2. Entail undesirable or excessive costs
3. Promote the use of violence, drugs, tobacco, or alcohol

*(cf. 5131.6 - Alcohol and Other Drugs)*

*(cf. 5131.62 - Tobacco)*

4. Advertise or endorse the use of non-nutritious food or beverages during the school day

*(cf. 5030 - Student Wellness)*

5. Encourage or enable the violation of any law or district policy
6. Imply endorsement of any business or product or unduly commercialize or politicize the school environment

*(cf. 1325 - Advertising and Promotion)*

Any gift of books or instructional materials may only be accepted if they meet district criteria for selection of instructional materials.

*(cf. 6161.1 - Selection and Evaluation of Instructional Materials)*

*(cf. 6161.11 - Supplementary Instructional Materials)*

All gifts, grants, and bequests shall become district property. Donors are encouraged to donate all gifts to the district rather than to a particular school, classroom, or teacher. At the Superintendent or designee's discretion, a gift may be used at a particular school or classroom.

When any gift of money received by the district is not immediately used, it shall be placed in the county treasury in accordance with law. (Education Code 41030-41031)

*(cf. 3430 - Investing)*

The Superintendent or designee shall annually provide a report to the Board indicating the gifts, grants, and/or bequests received on behalf of the district in the preceding fiscal year. The report shall include a statement of account and expenditure of all gifts of money and an inventory of all gifts of physical assets.

*(cf. 3440 - Inventories)*

*(cf. 3460 - Financial Reports and Accountability)*

## **Corporate Sponsorship**

The Board may enter into an agreement or arrangement with an outside entity for the sponsorship of an educational, athletic, or other program or activity. When appropriate, the agreement may allow the outside entity to advertise or promote its business, product, or service in district publications or on district property or web sites.

*(cf. 1113 - District and School Web Sites)*

*(cf. 1700 - Relations Between Private Industry and the Schools)*

*(cf. 3312 - Contracts)*

*(cf. 6145.2 - Athletic Competition)*

Every sponsorship agreement shall be in writing and shall be approved by the Board. The Board shall ensure that the district's relationship and arrangement with the sponsor are consistent with the district's mission, values, and goals. Any advertising or promotional message, image, or other depiction to be used by the sponsor shall meet the standards set for commercial advertising on district property and in district-sponsored publications in accordance with BP 1325 - Advertising and Promotion.

Each sponsorship agreement shall contain statements including, but not limited to:

1. The purpose of the relationship with the sponsor, details of the benefits to the district, and how the benefits will be distributed
2. The duration of the agreement and the roles, expectations, rights, and responsibilities of the district and the sponsor, including whether and to what extent the sponsor is allowed to advertise or promote its products and/or services

3. The authority of the Board to retain exclusive right over the use of the district's name, logo, and other proprietary information and the requirement that the sponsor obtain prior approval of the Board before using such information
4. The prohibition against the collection or distribution of students' personal information except as allowed by law
5. The authority of the Board to terminate the agreement without any penalty or sanction to the district if the sponsor's message, business, or product becomes inconsistent with the district's vision, mission, or goals or the sponsor engages in any prohibited activity

*(cf. 5022 - Student and Family Privacy Rights)*

*(cf. 5125 - Student Records)*

### **Online Fundraising**

Any person or entity who wishes to conduct an online fundraising campaign, including a crowdfunding campaign, for the benefit of the district, a school, or a classroom shall submit a written request for prior approval to the Superintendent or designee. Approval of requests shall take into consideration compatibility with the district's vision and goals, core beliefs, instructional priorities, and infrastructure; the manner in which donations are collected and distributed; equity of the use of funds; and any other factors deemed relevant or appropriate by the district.

Any person or entity approved to conduct an online fundraising campaign shall comply with relevant district policies and procedures, including ensuring financial transparency in describing the purpose and use of the funds and protecting student privacy as applicable. Such person or entity shall specify that the district, rather than a staff member, classroom, or school, will own the funded resources.

Funds raised by an online fundraising campaign and donated to the district shall be subject to the same terms, criteria for acceptance, and accountability measures as any other donation as specified in this policy.

### **Appreciation**

The Board may show appreciation for any donation to the district in any manner it deems appropriate. Such appreciation may take the form of letters of recognition or Board resolutions; plaques, commendations, or awards; planting of commemorative trees or gardens; or naming or renaming of buildings, grounds, or facilities. Conferment of any such honor shall be in accordance with applicable Board policy.

*(cf. 1150 - Commendations and Awards)*

*(cf. 7310 - Naming of Facility)*

*Legal Reference:*

**EDUCATION CODE**

*1834 Acquisition of materials and apparatus*

*35160 Powers and duties*

*35162 Power to sue, be sued, hold and convey property*

- 41030 School district may invest surplus monies from bequest or gifts*
- 41031 Special fund or account in county treasury*
- 41032 Authority of school board to accept gift or bequest; investments; gift of land requirements*
- 41035 Advisory committee*
- 41036 Function of advisory committee*
- 41037 Rules and regulations*
- 41038 Applicability of other provisions of chapter*

*Management Resources:*

*WEB SITES*

*California Consortium of Education Foundations: <http://www.cceflink.org>*

**Policy ALAMEDA UNIFIED SCHOOL DISTRICT**

adopted: August 25, 2009 Alameda, California

revised: May 8, 2012

updated:

## **SCHOOL HEALTH SERVICES**

The ~~Governing Board of Education~~ recognizes that good physical and mental health is critical to a student's ability to learn and believes that all students should have access to comprehensive health services. The district may provide access to health services at or near district schools through the establishment of a school health center and/or mobile van(s) that serve multiple campuses.

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

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

*(cf. 5131.6 - Alcohol and Other Drugs)*

*(cf. 5131.61 - Drug Testing)*

*(cf. 5131.62 - Tobacco)*

*(cf. 5131.63 - Steroids)*

*(cf. 5141 - Health Care and Emergencies)*

*(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)*

*(cf. 5141.22 - Infectious Diseases)*

*(cf. 5141.23 - Asthma Management)*

*(cf. 5141.24 - Specialized Health Care Services)*

*(cf. 5141.25 - Availability of Condoms)*

*(cf. 5141.26 - Tuberculosis Testing)*

*(cf. 5141.3 - Health Examinations)*

*(cf. 5141.31 - Immunizations)*

*(cf. 5141.32 - Health Screening for School Entry)*

*(cf. 5141.33 - Head Lice)*

*(cf. 5141.4 - Child Abuse Prevention and Reporting)*

*(cf. 5141.52 - Suicide Prevention)*

*(cf. 6145.2 - Athletic Competition)*

*(cf. 6159 - Individualized Education Program)*

*(cf. 6164.6 - Identification and Education Under Section 504)*

~~The Board may employ or contract with health care professionals or partner with community health centers to provide the services under the terms of a written contract or memorandum of understanding.~~

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

*(cf. 1260 - Educational Foundation)*

*(cf. 1330.1 - Joint Use Agreement)*

*(cf. 3100 - Budget)*

(cf. 7000 - Facilities Master Plan)

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

BP 5141.6(b)

## **SCHOOL HEALTH SERVICES (continued)**

(cf. 0415 - Equity)

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

(cf. 3312 - Contracts)

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

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

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

(cf. 5030 - Student Wellness)

(cf. 6142.7 - Physical Education and Activity)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6164.2 - Counseling/Guidance Services)

To further encourage student access to health care services, the Superintendent or designee shall develop and implement outreach strategies to increase enrollment of eligible students from low- to moderate-income families in affordable, comprehensive state or federal health coverage programs and local health initiatives. Such strategies may include, but are not limited to, providing information about the Medi-Cal program on the application for free and reduced-price meals in accordance with law.

(cf. 3553 - Free and Reduced Price Meals)

## **Consent and Confidentiality**

The Superintendent or designee shall obtain written parent/guardian consent prior to providing services to a student, except when the student is authorized to consent to the service pursuant



to Family Code ~~6920-6929~~ or other applicable laws; 6920-6929, Health and Safety Code 124260, or other applicable law.

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

*(cf. 5125 - Student Records)*

BP 5141.6(c)

## **SCHOOL HEALTH SERVICES (continued)**

### **Payment/Reimbursement for Services**

~~The Board desires that costs not be a barrier to student access to services. Services may be provided free of charge or on a sliding scale in accordance with law.~~

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

*(cf. 5143 - Insurance)*

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

~~To further encourage student access to health care services, the Superintendent or designee shall develop and implement strategies to assist in outreach and enrollment of eligible students from low-to-moderate income families in affordable, comprehensive state or federal health coverage programs and local health initiatives. Such strategies may include, but not be limited to, providing information about the Medi-Cal program on the application for free and reduced-price meals in accordance with law and providing students and parents/guardians with information about the low-cost Healthy Families insurance program.~~

### **Program Evaluation**

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

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

*(cf. 0500 - Accountability)*

Legal Reference: (see next page)

BP 5141.6(d)

## SCHOOL HEALTH SERVICES (continued)

*Legal Reference:*

EDUCATION CODE

~~8800-8807 Healthy Start support services for children~~

~~49073-49079 Privacy of student records~~

~~49423.5-49073-49079 Privacy of student records~~

~~49423.5 Specialized physical health care services~~

~~49557.2-49558-49557.2-49558 Eligibility for free and reduced-price meals; sharing information with Medi-Cal~~ FAMILY CODE

~~6920-6929-6920-6929 Consent by minor for medical treatment~~

GOVERNMENT CODE

~~95020-95020 Individualized family service plan~~

HEALTH AND SAFETY CODE

~~121020-104830-104865 School-based application of fluoride or other tooth decay-inhibiting agent~~

~~121020 HIV/AIDS testing and treatment; parental consent for minor under age 12~~

~~123110-123110 Minor's right to access health records~~

~~123115-123115 Limitation on parent/guardian access to minor's health records~~

~~123800-123995-123800-123995 California Children's Services Act~~

~~124025-124110-124025-124110 Child Health and Disability Prevention Program~~

~~124172-124174.5-124172-124174.6 Public School Health Center Support Program~~

~~130300-130317-124260 Mental health services; consent by minors age 12 and older~~

~~130300-130317 Health Insurance Portability and Accountability Act (HIPAA)~~

WELFARE AND INSTITUTIONS CODE

~~14059.5-14059.5 Definition of "medically necessary"~~

~~14100.2-14100.2~~ Confidentiality of Medi-Cal information  
~~14115-14115~~ Medi-Cal claims process  
~~14124.90-14115.8~~ LEA Medi-Cal Billing Option, program guide  
~~14124.90~~ Third-party health coverage  
~~14132.06-14132.06~~ Covered benefits; health services provided by local educational agencies  
~~14132.47-14132.47~~ Administrative claiming process and targeted case management

## CODE OF REGULATIONS, TITLE 10

~~2699.6500-2699.6905~~ Healthy Families Program

### CODE OF REGULATIONS, TITLE 17

~~2951-2951~~ Testing standards for hearing tests

~~6800-6874-6800-6874~~ Child Health and Disability Prevention Program

### CODE OF REGULATIONS, TITLE 22

~~51009-51009~~ Confidentiality

~~51050-51050-51192~~ Definitions of Medi-Cal providers and services

~~51200-51200~~ Requirements for providers

~~51231.2-51231.2~~ Wheelchair van requirements

~~51270-51270~~ Local educational agency provider; conditions for participation

51304 Limitations on specified benefits

~~51309-51309~~ Psychology, physical therapy, occupational therapy, speech pathology, audiological services

~~51323-51323~~ Medical transportation services

~~51351-51351~~ Targeted case management services

~~51360-51360~~ Local educational agency; types of services

~~51491-51491~~ Local educational agency eligibility for payment

~~51535.5-51535.5~~ Reimbursement to local educational agency providers

### UNITED STATES CODE, TITLE 20

~~1232g-1232g~~ Family Educational ~~Rights~~ and Privacy ~~Rights~~ Act (FERPA)

### UNITED STATES CODE, TITLE 42

1320c-9 Prohibition against disclosure of records

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

Legal Reference continued: (see next page)

BP 5141.6(e)

## SCHOOL HEALTH SERVICES (continued)

Legal Reference: (continued)

### CODE OF FEDERAL REGULATIONS, TITLE 42

431.300 Use and disclosure of information on Medicaid applicants and recipients

### CODE OF FEDERAL REGULATIONS, TITLE 45

~~164.500-164.534-164.500-164.534~~ Health Insurance Portability and Accountability Act (HIPAA)

Management Resources:

### CSBA PUBLICATIONS

Expanding Access to School Health Services: Policy Considerations for Governing Boards, Policy Brief, November 2008

Promoting Oral Health for California's ~~Student~~:Students: New Role, New Opportunities for Schools, Policy Brief, November 2008

~~Providing School Health Services in Framework for California: Perceptions, Challenges and Needs of District Leadership Teams, 2008 Public Schools, Kindergarten Through Grade Twelve~~  
~~CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS~~  
~~CALIFORNIA DEPARTMENT OF HEALTH CARE SERVICES PUBLICATIONS~~  
~~LEA Medi-Cal Provider Manual~~  
~~California School-Based Medi-Cal Administrative Activities Manual~~  
~~LEA Medi-Cal Provider Manual~~

## ~~DEPARTMENT OF HEALTH SERVICES POLICY LETTERS~~

~~00-06 Managed Care Plan Relationships with Local Education Agency Providers, December 11, 2000~~

~~NATIONAL ASSEMBLY ON CALIFORNIA SCHOOL-BASED HEALTH CARE ALLIANCE PUBLICATIONS~~

~~A Guidebook for Evaluating How to Fund Health Services in Your School District, September 2014~~  
~~Documenting the Link Between School-Based Health Centers and Academic Success, May 2014~~  
~~NATIONAL CENTER FOR YOUTH LAW PUBLICATIONS~~

~~Minor Consent, Confidentiality, and Child Abuse Reporting in California, October 2006~~

~~Confidential Medical Release: Frequently Asked Questions from Schools and Districts, November 2015~~

### ~~WEB SITES~~

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

~~CSBA, PractiCal Program: <http://www.csba.org/Services/Services/DistrictServices/PractiCal.aspx>~~

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

~~CSBA, Practi-Cal Program: <http://www.csba.org/ProductsAndServices/AllServices/PractiCal>~~

~~California County Superintendents Educational Services Association: <http://www.ccsesa.org>~~  
~~<http://www.ccsesa.org>~~

~~California Department of Education, Health Services and School~~

~~Nursing: <http://www.cde.ca.gov/ls/he/hn> <http://www.cde.ca.gov/ls/he/hn>~~

~~California Department of Health Care Services: <http://www.dhcs.ca.gov> <http://www.dhcs.ca.gov>~~

~~California Department of Public Health: <http://www.cdph.ca.gov> <http://www.cdph.ca.gov>~~

~~California School-Based Health Centers~~

~~Association: <http://www.schoolhealthcenters.org> Alliance: <http://www.schoolhealthcenters.org>~~

~~California School Nurses Organization: <http://www.csno.org> <http://www.csno.org>~~

~~Center for Health and Health Care in Schools: <http://www.healthinschools.org>~~

~~<http://www.healthinschools.org>~~

~~Centers for Disease Control and Prevention, School Health Policies and Programs (SHPPS)~~

~~Study: <http://www.cdc.gov/HealthyYouth/shpps> <http://www.cdc.gov/HealthyYouth/shpps>~~

~~Centers for Medicare and Medicaid Services: <http://www.cms.hhs.gov> <http://www.cms.hhs.gov>~~

~~Healthy Families Program: <http://www.healthyfamilies.ca.gov>~~

~~National Assembly on School-Based Health Care: <http://www.nasbhc.org>~~

~~National Center for Youth Law: <http://www.youthlaw.org> <http://www.youthlaw.org>~~

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

adopted: ~~August 25, 2009 Alameda, California~~ October 2018

**SCHOOL HEALTH SERVICES**

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

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

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

*(cf. 5131.6 - Alcohol and Other Drugs)*

*(cf. 5131.61 - Drug Testing)*

*(cf. 5131.62 - Tobacco)*

*(cf. 5131.63 - Steroids)*

*(cf. 5141 - Health Care and Emergencies)*

*(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)*

*(cf. 5141.22 - Infectious Diseases)*

*(cf. 5141.23 - Asthma Management)*

*(cf. 5141.24 - Specialized Health Care Services)*

*(cf. 5141.25 - Availability of Condoms)*

*(cf. 5141.26 - Tuberculosis Testing)*

*(cf. 5141.3 - Health Examinations)*

*(cf. 5141.31 - Immunizations)*

*(cf. 5141.32 - Health Screening for School Entry)*

*(cf. 5141.33 - Head Lice)*

*(cf. 5141.4 - Child Abuse Prevention and Reporting)*

*(cf. 5141.52 - Suicide Prevention)*

*(cf. 6145.2 - Athletic Competition)*

*(cf. 6159 - Individualized Education Program)*

*(cf. 6164.6 - Identification and Education Under Section 504)*

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

*(cf. 1260 - Educational Foundation)*

*(cf. 1330.1 - Joint Use Agreement)*

*(cf. 3100 - Budget)*

*(cf. 7000 - Facilities Master Plan)*

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

*(cf. 0415 - Equity)*

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

*(cf. 3312 - Contracts)*

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

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

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

*(cf. 5030 - Student Wellness)*

*(cf. 6142.7 - Physical Education and Activity)*

*(cf. 6142.8 - Comprehensive Health Education)*

*(cf. 6164.2 - Counseling/Guidance Services)*

To further encourage student access to health care services, the Superintendent or designee shall develop and implement outreach strategies to increase enrollment of eligible students from low- to moderate-income families in affordable, comprehensive state or federal health coverage programs and local health initiatives. Such strategies may include, but are not limited to, providing information about the Medi-Cal program on the application for free and reduced-price meals in accordance with law.

*(cf. 3553 - Free and Reduced Price Meals)*

### **Consent and Confidentiality**

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

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

*(cf. 5125 - Student Records)*

### **Payment/Reimbursement for Services**

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

*(cf. 5143 - Insurance)*

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

## **Program Evaluation**

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

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

*(cf. 0500 - Accountability)*

### *Legal Reference:*

#### EDUCATION CODE

49073-49079 Privacy of student records

49423.5 Specialized physical health care services

49557.2-49558 Eligibility for free and reduced-price meals; sharing information with Medi-

#### FAMILY CODE

6920-6929 Consent by minor for medical treatment

#### GOVERNMENT CODE

95020 Individualized family service plan

#### HEALTH AND SAFETY CODE

104830-104865 School-based application of fluoride or other tooth decay-inhibiting agent

121020 HIV/AIDS testing and treatment; parental consent for minor under age 12

123110 Minor's right to access health records

123115 Limitation on parent/guardian access to minor's health records

123800-123995 California Children's Services Act

124025-124110 Child Health and Disability Prevention Program

124172-124174.6 Public School Health Center Support Program

124260 Mental health services; consent by minors age 12 and older

130300-130317 Health Insurance Portability and Accountability Act (HIPAA)

#### WELFARE AND INSTITUTIONS CODE

14059.5 Definition of "medically necessary"

14100.2 Confidentiality of Medi-Cal information

14115 Medi-Cal claims process

14115.8 LEA Medi-Cal Billing Option, program guide

14124.90 Third-party health coverage

14132.06 Covered benefits; health services provided by local educational agencies

14132.47 Administrative claiming process and targeted case management

#### CODE OF REGULATIONS, TITLE 17

2951 Testing standards for hearing tests

6800-6874 Child Health and Disability Prevention Program

#### CODE OF REGULATIONS, TITLE 22

51009 Confidentiality

51050-51192 Definitions of Medi-Cal providers and services

51200 Requirements for providers

51231.2 Wheelchair van requirements



51270 Local educational agency provider; conditions for participation  
51304 Limitations on specified benefits  
51309 Psychology, physical therapy, occupational therapy, speech pathology, audiological services  
51323 Medical transportation services  
51351 Targeted case management services  
51360 Local educational agency; types of services  
51491 Local educational agency eligibility for payment  
51535.5 Reimbursement to local educational agency providers  
UNITED STATES CODE, TITLE 20  
1232g Family Educational Rights and Privacy Act (FERPA)  
UNITED STATES CODE, TITLE 42  
1320c-9 Prohibition against disclosure of records  
1397aa-1397mm State Children's Health Insurance Program  
CODE OF FEDERAL REGULATIONS, TITLE 42  
431.300 Use and disclosure of information on Medicaid applicants and recipients  
CODE OF FEDERAL REGULATIONS, TITLE 45  
164.500-164.534 Health Insurance Portability and Accountability Act (HIPAA)

*Management Resources:*

CSBA PUBLICATIONS

Expanding Access to School Health Services: Policy Considerations for Governing Boards, Policy Brief, November 2008

Promoting Oral Health for California's Students: New Role, New Opportunities for Schools, Policy Brief, November 2008

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Framework for California Public Schools, Kindergarten Through Grade Twelve

CALIFORNIA DEPARTMENT OF HEALTH CARE SERVICES PUBLICATIONS

California School-Based Medi-Cal Administrative Activities Manual

LEA Medi-Cal Provider Manual

CALIFORNIA SCHOOL-BASED HEALTH ALLIANCE PUBLICATIONS

How to Fund Health Services in Your School District, September 2014

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

NATIONAL CENTER FOR YOUTH LAW PUBLICATIONS

Confidential Medical Release: Frequently Asked Questions from Schools and Districts, November 2015

WEB SITES

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

CSBA, Practi-Cal Program: <http://www.csba.org/ProductsAndServices/AllServices/PractiCal>

California County Superintendents Educational Services Association: <http://www.ccsesa.org>

California Department of Education, Health Services and School Nursing:

<http://www.cde.ca.gov/ls/he/hn>

California Department of Health Care Services: <http://www.dhcs.ca.gov>

California Department of Public Health: <http://www.cdph.ca.gov>

California School-Based Health Alliance: <http://www.schoolhealthcenters.org>

California School Nurses Organization: <http://www.csno.org>

Center for Health and Health Care in Schools: <http://www.healthinschools.org>

Centers for Disease Control and Prevention, School Health Policies and Programs (SHPPS) Study:

<http://www.cdc.gov/HealthyYouth/shpps>

Centers for Medicare and Medicaid Services: <http://www.cms.hhs.gov>

National Center for Youth Law: <http://www.youthlaw.org>

Policy ALAMEDA UNIFIED SCHOOL DISTRICT

adopted: August 25, 2009 Alameda, California

**PRESCHOOL/EARLY CHILDHOOD EDUCATION**

The ~~Governing Board of Education~~ recognizes ~~that~~the value of high-quality preschool experiences ~~for children ages 3-4 years help them develop~~to enhance children's social-emotional development, knowledge, skills, abilities, and attributes necessary ~~to befor a~~ successful ~~in~~ school ~~and provide for a smooth~~ transition into the elementary education program. ~~Such programs should provide~~The Board desires to provide children ages 3-4 years access to developmentally appropriate activities in a safe, ~~well-~~adequately supervised, and cognitively rich environment.

**~~Collaboration with Community Programs~~**

The Superintendent or designee shall collaborate with ~~other agencies, organizations, the local child care and development planning council~~, the county office of education, ~~and 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 ~~community wide~~comprehensive districtwide and/or countywide plan to increase children's access to high-quality preschool programs.

**~~Information~~**

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

~~(cf. 1700 - Relations Between Private Industry and the Schools)~~

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

The Superintendent or designee shall provide information about preschool options in the community ~~shall be provided~~ to parents/guardians upon request.

~~The Superintendent or designee shall establish partnerships with feeder preschools to facilitate articulation of the preschool curriculum with the district's elementary education program.~~

**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 18272-18281 and the accompanying administrative regulation. (5 CCR 18271)

The Board shall set priorities for establishing or expanding services as resources become available. ~~In so doing, the Board shall give, 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.

~~On a case-by-case basis, the Board shall determine whether the district shall directly administer preschool programs or contract with public or private providers to offer such programs.~~

~~Facilities for preschool classrooms~~  
~~(cf. 6171 - Title I Programs)~~

Preschool classroom needs shall be addressed in the district's ~~comprehensive~~ 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

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BP 5148.3(b)

### **PRESCHOOL/EARLY CHILDHOOD EDUCATION** (continued)

facilities financing options for preschool classrooms and/or facilities available through partnering organizations or agencies.

~~To enable children of working parents/guardians to participate in the district's preschool program, the Superintendent or designee shall recommend strategies to provide a full-day program and/or to link to other full-day child care programs in the district or community to the extent possible.~~

~~(cf. 1330.1 - Joint Use Agreements)~~  
~~(cf. 7110 - Facilities Master Plan)~~  
~~(cf. 7210 - Facilities Financing)~~

Because parents/guardians are essential partners in supporting the development of their children, the Superintendent or designee shall involve them in program planning. ~~Program staff shall encourage volunteerism in the program and shall communicate frequently with parents/guardians of enrolled children regarding their child's progress.~~

~~(cf. 5020 - Parent Rights and Responsibilities)~~  
~~(cf. 6020 - Parent Involvement)~~

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.

~~(cf. 6011 - Academic Standards)~~  
~~(cf. 6170.1 - Transitional Kindergarten)~~

The district's program shall be aligned with preschool learning foundations published and curriculum frameworks developed by ~~the California Department of Education~~ CDE which identify

the knowledge, skills, and competencies that children typically attain as they complete their first or second year of preschool. ~~Program components shall address social-emotional, physical, and cognitive development in key areas that are necessary for kindergarten readiness~~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 district's preschool program shall provide appropriate services to support the needs of ~~English learners and at-risk children with disabilities.~~

*(cf. 0415 - Equity)*

*(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)*

*(cf. 6173 - Education for Homeless Children)*

*(cf. 6173.1 - Education for Foster Youth)*

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

*(cf. 6174 - Education for English Learners)*

*(cf. 6175 - Migrant Education Program)*

To maximize the ability of children to succeed in the preschool program, ~~the program-staff~~ 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.~~

*(cf. 3550 - Food Services/Child Nutrition Program)*

*(cf. 5030 - Student Wellness)*

BP 5148.3(c)

## **PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)**

*(cf. 5141.31 - Immunizations)*

*(cf. 5141.32 - Health Screening for School Entry)*

*(cf. 5141.6 - School Health Services)*

The district shall encourage volunteerism in the program and shall communicate frequently with parents/guardians of enrolled children regarding their child's progress.

*(cf. 1240 - Volunteer Assistance)*

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.

*(cf. 4112.2 - Certification)*

*(cf. 4112.4/4212.4/4312.4 - Health Examinations)*

*(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)*

*(cf. 4131 - Staff Development)*

*(cf. 4222 - Teacher Aides/Paraprofessionals)*

*(cf. 4231 - Staff Development)*

(cf. 4331 - Staff Development)

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. (CCR 18105; 22 CCR 101218)

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 8263 and 5 CCR 18106.

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 part-day preschool program is offered.

The Superintendent or designee shall develop and implement an annual plan of evaluation which conforms to state requirements. ~~(5 CCR 18279)~~ (5 CCR 18279)

The district's Williams uniform complaint procedures, with modifications as necessary, shall be used to investigate and resolve complaints alleging violation of applicable health or safety

BP 5148.3(d)

### **PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)**

requirements for license-exempt programs operating under the California State Preschool Program. However, licensed programs shall refer complaints alleging health and safety violations to the California Department of Social Services. (Education Code 8235.5; 5 CCR 4610, 4611)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

The Superintendent or designee shall regularly report to the Board regarding ~~enrollments~~enrollment in district preschool programs and the effectiveness of the programs in preparing preschoolers for transition into the elementary education program.

(cf. 0500 - Accountability)

Legal Reference: (see next page)

**PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)**

*Legal Reference:*

**EDUCATION CODE**

~~8200-8499.10~~ 8200-8499.10 *Child Care and Development Services Act, especially:*

~~8200-8209~~ 8200-8209 *General provisions for child care and development services*

~~8230-8233~~ 8230-8233 *Migrant child care and development program*

~~8235-8239~~ 8235-8239 *California state preschool program*

~~8250-8252~~ 8235-8239.1 *California State Preschool Program*

~~8240-8244~~ 8235-8239.1 *General child care and development programs*

~~8250-8252~~ 8235-8239.1 *Programs for children with special needs*

~~8263-8263~~ 8235-8239.1 *Eligibility and priorities for subsidized child development services*

~~8300-8303~~ 8300-8303 *Early Learning Quality Improvement System Advisory Committee*

~~8360-8370~~ 8360-8370 *Personnel qualifications*

~~8400-8409~~ 8400-8409 *Contracts*

8493-8498 Facilities

8499.3-8499.7-8263.3 Disenrollment of families due to reduced funding levels  
8264.8 Center-based child care programs, staffing ratios  
8273.1 Family fees  
8360-8370 Personnel qualifications  
8400-8409 Contracts, administrative appeal procedure  
8493-8498 Facilities, capital outlay  
8499.3-8499.7 Local child care and development planning councils

54740-54749 Cal SAFE program for pregnant/parenting students and their children

44065 Interchange between certificated and classified positions  
44256 Credential types  
48000 Transitional kindergarten  
48985 Notification, primary language other than English  
HEALTH AND SAFETY CODE

1596.70-1596.895 California Child Day Care Act

1596.90-1597.21 Day care centers

120325-120380 Immunization requirements

1596.70-1596.895 California Child Day Care Act  
1596.90-1597.21 Day care centers  
120325-120380 Immunization requirements  
CODE OF REGULATIONS, TITLE 5  
18000-18434-4680-4687 Williams uniform complaint procedures  
18000-18434 Child care and development programs, especially:  
80105-80125-18130-18136 California State Preschool Program  
18295 Waiver of qualifications for site supervisor  
80105-80125 Permits authorizing service in child development programs  
CODE OF REGULATIONS, TITLE 22  
101151-101239.2 General requirements, licensed child care centers, especially:  
101151-101163 Licensing and application procedures  
101212-101231 Continuing requirements  
101237-101239.2 Facilities and equipment  
UNITED STATES CODE, TITLE 20  
6311-6322-1400-1482 Individuals with Disabilities Education Act  
6311-6322 Title I, relative to preschool

6319 Qualifications for teachers and paraprofessionals

6371-6376 Early Reading First

6381-6381k-6371-6376 Early Reading First  
6381-6381k Even Start family literacy programs  
6391-6399-6391-6399 Education of migratory children  
UNITED STATES CODE, TITLE 42

9831-9852 Head Start programs

9858-9858g-9831-9852c Head Start programs  
9857-9858r Child Care and Development Block Grant

~~CODE OF FEDERAL REGULATIONS, TITLE 22~~

~~101151-101239.2 General requirements, licensed child care centers, including:~~

~~101151-101163 Licensing and application procedures~~

~~101212-101231 Continuing requirements~~

~~101237-101239.2 Facilities and equipment~~

CODE OF FEDERAL REGULATIONS, TITLE 45

~~1301-1310.1-1305.2~~ Head Start

Management Resources: (see next page)

BP 5148.3(f)

**PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)**

Management Resources:

CSBA PUBLICATIONS

~~Expanding Access to High Quality Preschool Programs: A Resource and Policy Guide for School Leaders, 2005~~

What Boards of Education Can Do About Kindergarten Readiness, Governance Brief, May 2016

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California Preschool Learning Foundations, Vol. 1, 2008

Dream Big for Our Youngest Children: Final Report of the California Early Learning Quality Improvement System Advisory Committee, 2010

Preschool English Learners: Principles and Practices to Promote Language, Literacy, and Learning, 2007 2nd ed., 2009

Prekindergarten Learning Development Guidelines, 2000

First Class: A Guide for Early Primary Education, 1999

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~~08-13 California State Preschool Program, November 2008~~

~~01-06 The Desired Results for Children and Families System, May 31, 2001~~

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Policy Statement on Expulsion and Suspension Policies in Early Childhood Settings, 2016

Good Start, Grow Smart, April 2002

WEB SITES

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



California Association for the Education of Young Children: ~~<http://www.caeyc.org>~~  
~~<http://www.caeyc.org>~~

~~California Children and Families Commission: <http://www.ccfca.gov>~~

California County Superintendents Educational Services Association: ~~<http://www.ccsesa.org>~~  
~~<http://www.ccsesa.org>~~

California Department of Education: ~~<http://www.cde.ca.gov>~~ ~~<http://www.cde.ca.gov>~~

California Head Start Association: ~~<http://caheadstart.org>~~ ~~<http://caheadstart.org>~~

California Preschool Instructional Network: ~~<http://www.cpin.us>~~ ~~<http://www.cpin.us>~~

Child Development Policy Institute: ~~<http://www.cdpi.net>~~ ~~<http://www.cdpi.net>~~

Cities, Counties, and Schools Partnership: ~~<http://www.ccspartnership.org>~~  
~~<http://www.ccspartnership.org>~~

First 5 Association of California: ~~<http://www.f5ac.org>~~ ~~<http://www.ccfca.gov>~~

National Institute for Early Education Research: ~~<http://nieer.org>~~ ~~<http://nieer.org>~~

~~National School Boards Association: <http://www.nsba.org>~~

~~Preschool California: <http://www.preschoolcalifornia.org>~~

U.S. Department of Education: ~~<http://www.ed.gov>~~ ~~<http://www.ed.gov>~~

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

adopted: ~~August 25, 2009 Alameda, California~~ ~~October 2018~~

**PRESCHOOL/EARLY CHILDHOOD EDUCATION**

The Governing Board recognizes the value of high-quality preschool experiences to enhance children's social-emotional development, knowledge, skills, abilities, and attributes necessary for a successful transition into the elementary education program. The Board desires to provide children ages 3-4 years access to developmentally appropriate activities in a safe, adequately supervised, and cognitively rich environment.

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.

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

*(cf. 1700 - Relations Between Private Industry and the Schools)*

*(cf. 5148 - Child Care and Development)*

The Superintendent or designee shall provide information about preschool options in the community to parents/guardians upon request.

**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 18272-18281 and the accompanying administrative regulation. (5 CCR 18271)

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.

*(cf. 6171 - Title I Programs)*

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.

*(cf. 1330.1 - Joint Use Agreements)*  
*(cf. 7110 - Facilities Master Plan)*  
*(cf. 7210 - Facilities Financing)*

Because parents/guardians are essential partners in supporting the development of their children, the Superintendent or designee shall involve them in program planning.

*(cf. 5020 - Parent Rights and Responsibilities)*  
*(cf. 6020 - Parent Involvement)*

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.

*(cf. 6011 - Academic Standards)*  
*(cf. 6170.1 - Transitional Kindergarten)*

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 district's preschool program shall provide appropriate services to support the needs of at-risk children.

*(cf. 0415 - Equity)*  
*(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)*  
*(cf. 6173 - Education for Homeless Children)*  
*(cf. 6173.1 - Education for Foster Youth)*  
*(cf. 6173.2 - Education of Children of Military Families)*  
*(cf. 6174 - Education for English Learners)*  
*(cf. 6175 - Migrant Education Program)*

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.

*(cf. 3550 - Food Services/Child Nutrition Program)*  
*(cf. 5030 - Student Wellness)*  
*(cf. 5141.31 - Immunizations)*  
*(cf. 5141.32 - Health Screening for School Entry)*  
*(cf. 5141.6 - School Health Services)*

The district shall encourage volunteerism in the program and shall communicate frequently with parents/guardians of enrolled children regarding their child's progress.

*(cf. 1240 - Volunteer Assistance)*

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.

*(cf. 4112.2 - Certification)*

*(cf. 4112.4/4212.4/4312.4 - Health Examinations)*

*(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)*

*(cf. 4131 - Staff Development)*

*(cf. 4222 - Teacher Aides/Paraprofessionals)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

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. (CCR 18105; 22 CCR 101218)

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 8263 and 5 CCR 18106.

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 part-day preschool program is offered.

The Superintendent or designee shall develop and implement an annual plan of evaluation which conforms to state requirements. (5 CCR 18279)

The district's Williams 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. However, licensed programs shall refer complaints alleging health and safety violations to the California Department of Social Services. (Education Code 8235.5; 5 CCR 4610, 4611)

*(cf. 1312.4 - Williams Uniform Complaint Procedures)*

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.

*(cf. 0500 - Accountability)*

*Legal Reference:*

EDUCATION CODE

8200-8499.10 *Child Care and Development Services Act, especially:*  
8200-8209 *General provisions for child care and development services*  
8230-8233 *Migrant child care and development program*  
8235-8239.1 *California State Preschool Program*  
8240-8244 *General child care and development programs*  
8250-8252 *Programs for children with special needs*  
8263 *Eligibility and priorities for subsidized child development services*  
8263.3 *Disenrollment of families due to reduced funding levels*  
8264.8 *Center-based child care programs, staffing ratios*  
8273.1 *Family fees*  
8360-8370 *Personnel qualifications*  
8400-8409 *Contracts, administrative appeal procedure*  
8493-8498 *Facilities, capital outlay*  
8499.3-8499.7 *Local child care and development planning councils*  
44065 *Interchange between certificated and classified positions*  
44256 *Credential types*  
48000 *Transitional kindergarten*  
48985 *Notification, primary language other than English*

HEALTH AND SAFETY CODE

1596.70-1596.895 *California Child Day Care Act*  
1596.90-1597.21 *Day care centers*  
120325-120380 *Immunization requirements*

CODE OF REGULATIONS, TITLE 5

4680-4687 *Williams uniform complaint procedures*  
18000-18434 *Child care and development programs, especially:*  
18130-18136 *California State Preschool Program*  
18295 *Waiver of qualifications for site supervisor*  
80105-80125 *Permits authorizing service in child development programs*

CODE OF REGULATIONS, TITLE 22

101151-101239.2 *General requirements, licensed child care centers, especially:*  
101151-101163 *Licensing and application procedures*  
101212-101231 *Continuing requirements*  
101237-101239.2 *Facilities and equipment*

UNITED STATES CODE, TITLE 20

1400-1482 *Individuals with Disabilities Education Act*  
6311-6322 *Title I, relative to preschool*  
6371-6376 *Early Reading First*  
6381-6381k *Even Start family literacy programs*  
6391-6399 *Education of migratory children*

UNITED STATES CODE, TITLE 42

9831-9852c *Head Start programs*  
9857-9858r *Child Care and Development Block Grant*

CODE OF FEDERAL REGULATIONS, TITLE 45

1301.1-1305.2 *Head Start*

*Management Resources:*

CSBA PUBLICATIONS

*What Boards of Education Can Do About Kindergarten Readiness, Governance Brief, May 2016*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*California Preschool Learning Foundations*

*Dream Big for Our Youngest Children: Final Report of the California Early Learning Quality Improvement System Advisory Committee, 2010*

*Preschool English Learners: Principles and Practices to Promote Language, Literacy, and Learning, 2nd ed., 2009*

*Prekindergarten Learning Development Guidelines, 2000*

*First Class: A Guide for Early Primary Education, 1999*

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Policy Statement on Expulsion and Suspension Policies in Early Childhood Settings, 2016

Good Start, Grow Smart, April 2002

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California Association for the Education of Young Children: <http://www.caeyc.org>

California County Superintendents Educational Services Association: <http://www.ccsesa.org>

California Department of Education: <http://www.cde.ca.gov>

California Head Start Association: <http://caheadstart.org>

California Preschool Instructional Network: <http://www.cpin.us>

Child Development Policy Institute: <http://www.cdpi.net>

Cities, Counties, and Schools Partnership: <http://www.ccspartnership.org>

First 5 Association of California: <http://www.ccfc.ca.gov>

National Institute for Early Education Research: <http://nieer.org>

U.S. Department of Education: <http://www.ed.gov>

Policy ALAMEDA UNIFIED SCHOOL DISTRICT

adopted: August 25, 2009 Alameda, California

revised:

## CIVIC EDUCATION

The Governing Board ~~of Education~~ recognizes that ~~citizen~~ involvement in civic and political institutions is essential to a democratic government and desires to provide a comprehensive civic education program to help students acquire the knowledge, skills, and principles essential for informed, engaged, and responsible citizenship.

The Board shall approve, upon the recommendation of the Superintendent or designee, academic standards and curriculum in civics and government that are aligned with state academic standards and curriculum frameworks.

*(cf. 6000 - Concepts and Roles)*

*(cf. 6011 - Academic Standards)*

*(cf. 6141 - Curriculum Development and Evaluation)*

*(cf. 6142.94 - History-Social Science Instruction)*

*(cf. 9000 - Role of the Board)*

The Superintendent or designee shall determine specific courses within the K-12 curriculum in which civic education and government may be explicitly and systematically taught. ~~He/she~~ also shall also encourage the integration of civic education into other subjects as appropriate.

*(cf. 6143 - Courses of Study)*

*(cf. 6146.1 - High School Graduation Requirements)*

The district's civic education program shall provide students with an understanding of the rights and responsibilities of citizens in American democracy and the workings of federal, state, and local governments. As appropriate, instruction should include an examination of fundamental American documents, including, but not limited to, the Declaration of Independence, the United States Constitution, the Federalist Papers, and other significant writings and speeches.

~~To develop a sense of political effectiveness, instruction should develop students' understanding of the importance of civic participation in a democratic society. Service learning, extracurricular and cocurricular activities, class and school elections, and observation of local government processes may be used to reinforce classroom instruction by linking civic knowledge to practical experience and encouraging civic involvement.~~

Instruction should ~~also-should~~ promote a student's understanding of shared democratic principles and values, such as personal responsibility, justice, equality, respect for others, civic-mindedness, and patriotism, and enable students to make their own commitment to these civic values.

Service learning, extracurricular and cocurricular activities, class and school elections, simulations of government, student-led debates, voter education, and observation of local government processes may be used to reinforce classroom instruction by linking civic knowledge to practical experience and encouraging civic involvement.

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)  
(cf. 6142.4 - Service Learning/Community Service Classes)  
(cf. 6145 - Extracurricular and Cocurricular Activities)  
(cf. 9150 - Student Board Members)

BP 6142.3(b)

## **CIVIC EDUCATION (continued)**

Whenever civic education includes topics that may be controversial due to political beliefs or other influences, instruction shall be presented in a balanced manner that does not promote any particular viewpoint. Students shall not be discriminated against for expressing their ideas and opinions and shall be encouraged to respect different points of view.

(cf. 5145.2 - Freedom of Speech/Expression)  
(cf. 6144 - Controversial Issues)

## **Constitution/Citizenship Day**

Each year on or near September 17, in commemoration of Constitution and Citizenship Day, the district shall hold an educational program for students in grades K-12 pertaining to the United States Constitution which shall include exercises and instruction in the purpose, meaning, and importance of the Constitution, including the Bill of Rights. (Education Code 37221; 36 USC 106 Note)

(cf. 6115 - Ceremonies and Observances)

## **Student Voter Registration**

To encourage students to participate in the elections process when they are of voting age, the Superintendent or designee shall provide high school students with voter registration information, including information regarding the state's online voter registration system.

The Superintendent or designee shall identify an employee at each high school whom the California Secretary of State may contact to facilitate the distribution of voter registration forms to eligible students. The Superintendent or designee shall provide the business address, phone number, and email address of each contact person to the Secretary of State. (Elections Code 2148)

The designated employee shall determine the most effective means of distributing voter registration forms provided by the Secretary of State, which may include, but are not limited to, distributing the forms at the start of the school year with orientation materials, placing voter registration forms at central locations, including voter registration forms with graduation materials, and/or providing links and the web site address of the Secretary of State's online voter registration system on the district's web site and in email notices sent to students.



The principal or designee may appoint one or more students enrolled at each high school to serve as voter outreach coordinators at that school. The voter outreach coordinator(s) may coordinate voter registration activities at the school to encourage eligible persons to register to vote. With the approval of the principal or designee, the voter outreach coordinator(s) may

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BP 6142.3(c)

### **CIVIC EDUCATION (continued)**

also coordinate election-related activities on campus, including voter registration drives, mock elections, debates, and other election-related student outreach activities. (Education Code 49041)

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*  
*(cf. 5145.13 - Response to Immigration Enforcement)*

During the last two full weeks in April and September, in areas on each high school campus that are reasonably accessible to all students as designated by the principal or designee, the county elections official shall be allowed to register students and school personnel to vote. (Education Code 49040)

*Legal Reference: (see next page)*

## **CIVIC EDUCATION (continued)**

### *Legal Reference:*

#### EDUCATION CODE

~~233.5~~ 54 *Student service on boards and commissions*

233.5 *Teaching of principles*

~~33540~~ 33540 *Standards for government and civics instruction*

~~37221~~ 37221 *Commemorative exercises including anniversary of U.S. Constitution*

~~48205~~ 48205 *Absence from school for jury duty or precinct board service*

~~51210~~ 49040-49041 *Student voter registration*

51210 *Courses of study, grades 1-6*

~~51220~~ 51220 *Courses of study, grades 7-12*

51470-51474 *State Seal of Civic Engagement*

#### ELECTIONS CODE

~~12302~~ 2146 *Student voter registration*

2148 *Student voter registration, contact person*

12302 *Precinct boards, appointment of students*

UNITED STATES CODE, TITLE 20

~~6711~~ 6716 *Education for Democracy Act*

6711-6716 *Education for Democracy Act*

UNITED STATES CODE, TITLE 36

~~101~~ 144 *Patriotic observances*

101-144 *Patriotic observances*

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**School Board Leadership: The Role and Function of California's School Boards, 1996**

#### **FEDERAL REGISTER**

**77 Fed. Reg. 29727 Constitution Day and Citizenship Day**

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Essentials of Law-Related Education, rev. 2003

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NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS (NAEP) PUBLICATIONS

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[http://www.americanbar.org/groups/public\\_education.html](http://www.americanbar.org/groups/public_education.html)  
American Political Science Association: <http://www.apsanet.org> <http://www.apsanet.org>  
Bill of Rights Institute: <http://www.billofrightsinstitute.org> <http://www.billofrightsinstitute.org>  
California Association of Student Leaders: <http://www.casl1.org> <http://www.casl1.org>  
California Council for the Social Studies: <http://www.ccss.org> <http://www.ccss.org>  
California Secretary of State Online Voter Registration: <http://registertovote.ca.gov>  
Center for California Studies: <http://www.csus.edu/calst> <http://www.csus.edu/calst>  
Center for Civic Education: <http://www.civiced.org> <http://www.civiced.org>  
Center for Information and Research on Civic Learning and  
Engagement: <http://www.civicyouth.org> <http://www.civicyouth.org>

Center for Youth Citizenship: <http://www.youthcitizenship.org>

Constitutional Rights Foundation: <http://www.crf-usa.org> <http://www.crf-usa.org>  
National Assessment of Educational Progress (NAEP), Civics Assessment:

<http://nces.ed.gov/nationsreportcard/civics>

<http://nces.ed.gov/nationsreportcard/civics>  
National Council for the Social Studies: <http://www.ncss.org> <http://www.ncss.org>

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

adopted: ~~August 25, 2009~~ Alameda, California October 2018

**CIVIC EDUCATION**

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*(cf. 0410 - Nondiscrimination in District Programs and Activities)*  
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*Legal Reference:*

EDUCATION CODE

54 Student service on boards and commissions

233.5 Teaching of principles

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2146 Student voter registration

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12302 Precinct boards, appointment of students

UNITED STATES CODE, TITLE 20

6711-6716 Education for Democracy Act

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101-144 Patriotic observances

*Management Resources:*

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American Bar Association: [http://www.americanbar.org/groups/public\\_education.html](http://www.americanbar.org/groups/public_education.html)

American Political Science Association: <http://www.apsanet.org>

Bill of Rights Institute: <http://www.billofrightsinstitute.org>

California Association of Student Leaders: <http://www.casl1.org>

California Council for the Social Studies: <http://www.ccss.org>

California Secretary of State Online Voter Registration: <http://registertovote.ca.gov>

Center for California Studies: <http://www.csus.edu/calst>

Center for Civic Education: <http://www.civiced.org>

Center for Information and Research on Civic Learning and Engagement: <http://www.civicyouth.org>

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National Assessment of Educational Progress, Civics Assessment:  
<http://nces.ed.gov/nationsreportcard/civics>

National Council for the Social Studies: <http://www.ncss.org>

**Policy ALAMEDA UNIFIED SCHOOL DISTRICT**

adopted: August 25, 2009 Alameda, California

revised:

## ATHLETIC COMPETITION

The Governing Board ~~of Education~~ recognizes that the district's athletic program constitutes an integral component of the educational program and helps to build a positive school climate. The athletic program also promotes the physical, social, and emotional well-being and character development of participating students. The district's athletic program shall be designed to meet students' interests and abilities and shall be varied in scope to attract wide participation.

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

(cf. ~~5030~~ 5030 - *Student Wellness*)

(cf. ~~5137~~ 5137 - *Positive School Climate*)

(cf. ~~6142.7~~ 6142.7 - *Physical Education and Activity*)

(cf. ~~7110~~ 7110 - *Facilities Master Plan*)

All athletic teams shall be supervised by qualified coaches to ensure that student athletes receive appropriate instruction and guidance related to safety, health, sports skills, and sportsmanship. Athletic events shall be officiated by qualified personnel.

(cf. ~~4127/4227/4327~~ Temporary Athletic Team Coaches)

(cf. ~~4127/4227/4327~~ - *Temporary Athletic Team Coaches*)

The Board encourages business and community support for district athletic programs, subject to applicable district policies and regulations governing advertisements and donations.

(cf. ~~1260~~ 1260 - *Educational Foundation*)

(cf. ~~1321~~ 1321 - *Solicitation of Funds from and by Students*)

(cf. ~~1325~~ 1325 - *Advertising and Promotion*)

(cf. ~~1700~~ 1700 - *Relations Between Private Industry and the Schools*)

(cf. ~~3290~~ 3290 - *Gifts, Grants and Bequests*)

### **Nondiscrimination and Equivalent Opportunities in the Athletic Program**

The district's athletic program shall be free from discrimination and discriminatory practices prohibited by state and federal law, including, but not limited to, the use of any racially derogatory or discriminatory school or athletic team name, mascot, or nickname. The Superintendent or designee shall ensure that equivalent athletic opportunities are provided for males and females, and that students are permitted to participate in athletic activities consistent with their gender identity.

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

(cf. ~~5145.3~~ 5145.3 - *Nondiscrimination/Harassment*)

(cf. ~~5145.7~~ 5145.7 - *Sexual Harassment*)

Any complaint ~~regarding~~ alleging discrimination in the district's athletic program shall be filed in accordance with the district's uniform complaint procedures.

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

BP 6145.2(b)

## **ATHLETIC COMPETITION (continued)**

### **California Interscholastic Federation**

~~The Board maintains membership~~

~~Any district school that participates~~ in the California Interscholastic Federation (CIF) ~~and requires that interscholastic~~ shall conduct its athletic activities ~~be conducted~~ in accordance with ~~Board policy, administrative regulations, and~~ CIF bylaws and rules and any applicable district policy and regulation. The Superintendent or designee shall have responsibility for the district's interscholastic athletic program, while the principal or designee at each participating school shall be responsible for site-level decisions, as appropriate.

~~Upon recommendation of the Superintendent, the~~

~~The~~ Board shall annually designate ~~an employee from each high school to serve as a~~ representative to the local CIF league. ~~Appointees shall represent the district from each school that participates in performing all duties required by the CIF league. In making this selection, the Board shall consider the employee's sports.~~ The Superintendent or designee shall recommend a candidate for the position who demonstrates an understanding of the district's goals for student learning and interscholastic ~~and extracurricular~~ activities, knowledge of the athletic programs, awareness of the implications of league decisions for the school and the district, and ~~individual~~ interpersonal communication and leadership skills.

The ~~Superintendent or designee~~ designated representative(s) shall ~~ensure~~ vote on issues that impact interscholastic athletics at the district representatives to CIF league and section levels, perform any other duties required by the CIF league, and report regularly to the Board on league, section, and statewide issues, ~~as well as activities and prospective actions~~ related to athletic programs.

(cf. ~~0500~~ 0500 - Accountability)

### **Student Eligibility**

Eligibility requirements for student participation in the district's interscholastic athletic program, including requirements pertaining to academic achievement ~~and residency~~, shall be the same as those set by the district for participation in extracurricular and cocurricular activities.

(cf. ~~3530~~ 3530 - Risk Management/Insurance)

(cf. ~~5111.1~~ 5111.1 - District Residency)

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

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

(cf. ~~6146.1~~ 6146.1 - High School Graduation Requirements)



~~(cf. 6162.52 - High School Exit Examination)~~

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

~~(cf. 6173.1 - 6173.1 - Education for Foster Youth)~~

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

In addition, the Superintendent or designee shall ensure that students participating in interscholastic athletics governed by CIF satisfy CIF eligibility requirements.

Students shall not be charged a fee to participate in an athletic program, including, but not limited to, a fee to cover the cost of uniforms, locks, lockers, or athletic equipment.

~~(cf. 3260 - 3260 - Fees and Charges)~~

~~(cf. 5143 - Insurance)~~

BP 6145.2(c)

## **ATHLETIC COMPETITION (continued)**

### **Sportsmanship**

The Board values the quality and integrity of the athletic program and the character development of student athletes. Student athletes, coaches, parents/guardians, spectators, and others are expected to demonstrate good sportsmanship, ethical conduct, and fair play during all athletic competitions. They shall also abide by the core principles of trustworthiness, respect, responsibility, fairness, caring, and good citizenship and the ~~Codes~~Code of ~~Conduct~~Ethics adopted by CIF.

Students and staff ~~may~~shall be subject to disciplinary action for improper conduct.

~~(cf. 3515.2 - 3515.2 - Disruptions)~~

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

~~4118 (cf. 4218 - Dismissal/Suspension/Disciplinary Action)~~

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

~~(cf. 5131 - 5131 - Conduct)~~

~~(cf. 5131.1 - 5131.1 - Bus Conduct)~~

~~(cf. 5131.4 - 5131.4 - Student Disturbances)~~

~~(cf. 5144 - 5144 - Discipline)~~

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

~~(cf. 5144.2 - 5144.2 - Suspension and Expulsion/Due Process (Individuals with Disabilities))~~

### **Health and Safety**

The Board desires to give student health and safety the highest consideration in planning and conducting athletic activities.

Students shall have a medical clearance before participating in interscholastic athletic programs. Care shall be taken to ensure that all athletic trainings and competitions are conducted in a manner that will not overtax the physical capabilities of the participants. When appropriate, protective equipment shall be used to prevent or minimize injuries.

(cf. 5131.61 - Drug Testing)

(cf. ~~5131.63~~ 5131.63 - Steroids)

(cf. ~~5141.3~~ 5141.3 - Health Examinations)

(cf. ~~5141.6~~ 5141.6 - School Health Services)

(cf. ~~5141.7~~ 5141.7 - Sun Safety)

~~(cf. 5143 - Insurance)~~

Coaches and appropriate district employees shall take every possible precaution to ensure that athletic equipment is kept in safe and serviceable condition. The Superintendent or designee shall ensure that all athletic equipment is cleaned and inspected for safety before the beginning of each school year.

~~(cf. 5142 - Safety)~~

(cf. 5142 - Safety)

BP 6145.2(d)

### ATHLETIC COMPETITION (continued)

The Superintendent or designee shall develop a written emergency action plan that describes the location of automated external defibrillator(s) and procedures to be followed in the event of sudden cardiac arrest or other medical emergency related to the athletic program's activities or events. The plan shall be posted in accordance with guidelines of the National Federation of State High School Associations. (Education Code 35179.4)

In the event ~~that an~~ of a serious injury occurs or a perceived imminent risk to a student's health during or immediately after an athletic activity, the coach or any other ~~appropriate~~ district employee shall observe universal precautions and who is present shall remove the student athlete from the activity, observe universal precautions in handling blood or other bodily fluid, and/or seek medical treatment for the student as appropriate.

(cf. ~~4119.42/4219.42/4319.42~~ 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

~~(cf. 4119.43/4219.43/4319.43 - Universal Precautions)~~

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

(cf. ~~5141~~ 5141 - Health Care and Emergencies)

(cf. ~~5141.21~~ 5141.21 - Administering Medication and Monitoring Health Conditions)  
(cf. ~~5141.22~~ 5141.22 - Infectious Diseases)

Whenever a serious injury or illness is suffered by a student athlete, the Superintendent or designee shall notify the student's parent/guardian of the date, time, and extent of any injury or illness suffered by the student and any actions taken to treat the student.

Legal Reference: (see next page)

BP 6145.2(e)

## ATHLETIC COMPETITION (continued)

*Legal Reference:*

### EDUCATION CODE

200-262.4 200-262.4 *Prohibition of discrimination*

270-271 *Athletes' Bill of Rights*

17578-17578 *Cleaning and sterilizing of football equipment*

17580-17581 *Football equipment*

32221.5-17580-17581 *Football equipment*

32220-32224 *Insurance for athletic teams, especially:*

32221.5 *Required insurance for athletic activities*

~~33353-33353.5-33353-33353.5~~ *California Interscholastic Federation; implementation of policies, insurance program*

~~33354-33354~~ *California Department of Education authority over interscholastic athletics*

~~35160.5-33479-33479.9~~ *The Eric Parades Sudden Cardiac Arrest Prevention Act*

~~35160.5~~ *District policies; rules and regulations*

~~35179-35179~~ *Interscholastic athletics*

~~48850-35179.1~~ *California High School Coaching Education and Training Program*

~~35179.4~~ *Emergency action plan*

~~35179.5~~ *Interscholastic athletics; limitation on full-contact practices*

~~35179.6~~ *Automated external defibrillator, athletic activities*

~~48850~~ *Interscholastic athletics; students in foster care and homeless students*

~~48900-48900~~ *Grounds for suspension and expulsion*

#### ~~48930-48938~~ Student organizations

~~49020-49023-48930-48938~~ *Student organizations*

~~49010-49013~~ *Student fees*

~~49020-49023~~ *Athletic programs; legislative intent, equal opportunity*

~~49030-49034-49030-49034~~ *Performance-enhancing substances*

~~49458-49458~~ *Health examinations, interscholastic athletic program*

~~49475-49475~~ *Health and safety, concussions and head injuries*

~~49700-49701-49700-49701~~ *Education of children of military families*

~~51242-51242~~ *Exemption from physical education for high school students in interscholastic athletic program*

HEALTH AND SAFETY CODE

1797.196 Automated external defibrillator

PENAL CODE

#### 245.6 Hazing

245.6 Hazing

CODE OF REGULATIONS, TITLE 5

~~4900-4965-4900-4965~~ *Nondiscrimination in elementary and secondary education programs, especially:*

~~4920-4922-4920-4922~~ *Nondiscrimination in intramural, interscholastic, and club activities*

~~5531-5531~~ *Supervision of extracurricular activities of students*

~~5590-5596-5590-5596~~ *Employment of noncertificated coaches*

UNITED STATES CODE, TITLE 20

~~1681-1688-1681-1688~~ *Discrimination based on sex or blindness, Title IX*

CODE OF FEDERAL REGULATIONS, TITLE 34

~~106.31-106.31~~ *Nondiscrimination on the basis of sex in education programs or activities*

~~106.33-106.33~~ *Comparable facilities*

~~106.41-106.41~~ *Nondiscrimination in athletic programs*

COURT DECISIONS

*Mansourian v. Regents of University of California*, (2010) ~~594~~602 F. 3d ~~1095~~957

~~*Kahn v. East Side Union High School District*, (2004) 31 Cal. 4th 990~~

*McCormick v. School District of Mamaroneck*, (2004) 370 F.3d 275

~~*Kahn v. East Side Union High School District*, (2003) 31 Cal. 4th 990~~

*Hartzell v. Connell*, (1984) 35 Cal. 3d 899

Management Resources: (see next page)

## ATHLETIC COMPETITION (continued)

### *Management Resources:*

#### CSBA PUBLICATIONS

~~Student Fees Litigation Update, Education Legal Alliance Advisory, May 20, 2011~~

~~A School Board Member's Guide to CIF and Interscholastic Sports, 1997~~

~~*Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Discrimination, March 2017*~~

~~*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS*~~

~~*Pupil Fees, Deposits, and Other Charges, Fiscal Management Advisory 12-02, April 24, 2013*~~

~~*CALIFORNIA INTERSCHOLASTIC FEDERATION PUBLICATIONS*~~

~~*Athletic Department Emergency Action Plan: Response Teams*~~

~~*California Interscholastic Federation Constitution and Bylaws*~~

~~*A Guide to Equity in Athletics*~~

~~*Guidelines for Gender Identity Participation*~~

~~*Keep Their Heart in the Game: A Sudden Cardiac Arrest Information Sheet for Athletes and Parents/Guardians*~~

~~*Event Emergency Guidelines, 2013*~~

~~*Acute Concussion Evaluation (ACE) Care Plan, 2006*~~

~~*Pursuing Victory with Honor, 1999*~~

~~*CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS*~~

~~*Heads Up: Concussion in High School Sports, Tool Kit, June 2010*~~

~~*Heads Up: Concussion in Youth Sports, Tool Kit, July 2007*~~

~~*Acute Concussion Evaluation (ACE) Care Plan, 2006*~~

~~*OFFICE FOR CIVIL RIGHTS, NATIONAL FEDERATION OF STATE HIGH SCHOOL ASSOCIATIONS PUBLICATIONS*~~

~~*Emergency Action Planning Guide for After-School Practices and Events*~~

~~*U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS PUBLICATIONS*~~

~~*Withdrawal of Dear Colleague Letter on Transgender Students, Dear Colleague Letter, February 22, 2017*~~

~~*Intercollegiate Athletics Policy Clarification: The Three-Part Test - Part Three, Dear Colleague*~~

~~*Letter, April 20, 2010*~~

~~*WEB SITES*~~

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

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

~~California Department of Education: <http://www.cde.ca.gov> <http://www.cde.ca.gov>~~

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

~~Centers for Disease Control and Prevention, Concussion~~

~~Resources: <http://www.cdc.gov/concussion> <http://www.cdc.gov/concussion>~~

~~National Federation of State High School Associations: <http://www.nfhs.org> <http://www.nfhs.org>~~

~~National Operating Committee on Standards for Athletic Equipment: <http://www.nocsae.org>  
<http://www.nocsae.org>~~

~~U.S. Anti-Doping Agency: <http://www.usada.org> <http://www.usada.org>~~

~~U.S. Department of Education, Office for Civil Rights: <http://www2.ed.gov/ocr>  
<http://www2.ed.gov/ocr>~~

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

adopted: ~~August 25, 2009 Alameda, California~~ October 2018

~~revised: May 8, 2012~~

**ATHLETIC COMPETITION**

The Governing Board recognizes that the district's athletic program constitutes an integral component of the educational program and helps to build a positive school climate. The athletic program also promotes the physical, social, and emotional well-being and character development of participating students. The district's athletic program shall be designed to meet students' interests and abilities and shall be varied in scope to attract wide participation.

*(cf. 3541.1 - Transportation for School-Related Trips)*  
*(cf. 5030 - Student Wellness)*  
*(cf. 5137 - Positive School Climate)*  
*(cf. 6142.7 - Physical Education and Activity)*  
*(cf. 7110 - Facilities Master Plan)*

All athletic teams shall be supervised by qualified coaches to ensure that student athletes receive appropriate instruction and guidance related to safety, health, sports skills, and sportsmanship. Athletic events shall be officiated by qualified personnel.

*(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)*

The Board encourages business and community support for district athletic programs, subject to applicable district policies and regulations governing advertisements and donations.

*(cf. 1260 - Educational Foundation)*  
*(cf. 1321 - Solicitation of Funds from and by Students)*  
*(cf. 1325 - Advertising and Promotion)*  
*(cf. 1700 - Relations Between Private Industry and the Schools)*  
*(cf. 3290 - Gifts, Grants and Bequests)*

**Nondiscrimination and Equivalent Opportunities in the Athletic Program**

The district's athletic program shall be free from discrimination and discriminatory practices prohibited by state and federal law, including, but not limited to, the use of any racially derogatory or discriminatory school or athletic team name, mascot, or nickname. The Superintendent or designee shall ensure that equivalent athletic opportunities are provided for males and females, and that students are permitted to participate in athletic activities consistent with their gender identity.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*  
*(cf. 5145.3 - Nondiscrimination/Harassment)*  
*(cf. 5145.7 - Sexual Harassment)*

Any complaint alleging discrimination in the district's athletic program shall be filed in accordance with the district's uniform complaint procedures.

*(cf. 1312.3 - Uniform Complaint Procedures)*

## **California Interscholastic Federation**

Any district school that participates in the California Interscholastic Federation (CIF) shall conduct its athletic activities in accordance with CIF bylaws and rules and any applicable district policy and regulation. The Superintendent or designee shall have responsibility for the district's interscholastic athletic program, while the principal or designee at each participating school shall be responsible for site-level decisions, as appropriate.

The Board shall annually designate a representative to the local CIF league from each school that participates in CIF sports. The Superintendent or designee shall recommend a candidate for the position who demonstrates an understanding of the district's goals for student learning and interscholastic activities, knowledge of the athletic programs, awareness of the implications of league decisions for the school and the district, and interpersonal communication and leadership skills.

The designated representative(s) shall vote on issues that impact interscholastic athletics at the league and section levels, perform any other duties required by the CIF league, and report regularly to the Board on league, section, and statewide issues related to athletic programs.

*(cf. 0500 - Accountability)*

## **Student Eligibility**

Eligibility requirements for student participation in the district's interscholastic athletic program, including requirements pertaining to academic achievement, shall be the same as those set by the district for participation in extracurricular and cocurricular activities.

*(cf. 3530 - Risk Management/Insurance)*

*(cf. 5111.1 - District Residency)*

*(cf. 5121 - Grades/Evaluation of Student Achievement)*

*(cf. 6145 - Extracurricular and Cocurricular Activities)*

*(cf. 6146.1 - High School Graduation Requirements)*

*(cf. 6173 - Education for Homeless Children)*

*(cf. 6173.1 - Education for Foster Youth)*

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

In addition, the Superintendent or designee shall ensure that students participating in interscholastic athletics governed by CIF satisfy CIF eligibility requirements.

Students shall not be charged a fee to participate in an athletic program, including, but not limited to, a fee to cover the cost of uniforms, locks, lockers, or athletic equipment.

*(cf. 3260 - Fees and Charges)*

*(cf. 5143 - Insurance)*

## **Sportsmanship**

The Board values the quality and integrity of the athletic program and the character development of student athletes. Student athletes, coaches, parents/guardians, spectators, and others are expected to demonstrate good sportsmanship, ethical conduct, and fair play during all athletic competitions. They shall also abide by the core principles of trustworthiness,



respect, responsibility, fairness, caring, and good citizenship and the Code of Ethics adopted by CIF.

Students and staff shall be subject to disciplinary action for improper conduct.

*(cf. 3515.2 - Disruptions)*

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

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

*(cf. 5131 - Conduct)*

*(cf. 5131.1 - Bus Conduct)*

*(cf. 5131.4 - Student Disturbances)*

*(cf. 5144 - Discipline)*

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

*(cf. 5144.2 - Suspension and Expulsion/Due Process (Individuals with Disabilities))*

## **Health and Safety**

The Board desires to give student health and safety the highest consideration in planning and conducting athletic activities.

Students shall have a medical clearance before participating in interscholastic athletic programs. Care shall be taken to ensure that all athletic trainings and competitions are conducted in a manner that will not overtax the physical capabilities of the participants. When appropriate, protective equipment shall be used to prevent or minimize injuries.

*(cf. 5131.61 - Drug Testing)*

*(cf. 5131.63 - Steroids)*

*(cf. 5141.3 - Health Examinations)*

*(cf. 5141.6 - School Health Services)*

*(cf. 5141.7 - Sun Safety)*

Coaches and appropriate district employees shall take every possible precaution to ensure that athletic equipment is kept in safe and serviceable condition. The Superintendent or designee shall ensure that all athletic equipment is cleaned and inspected for safety before the beginning of each school year.

*(cf. 5142 - Safety)*

The Superintendent or designee shall develop a written emergency action plan that describes the location of automated external defibrillator(s) and procedures to be followed in the event of sudden cardiac arrest or other medical emergency related to the athletic program's activities or events. The plan shall be posted in accordance with guidelines of the National Federation of State High School Associations. (Education Code 35179.4)

In the event of a serious injury or a perceived imminent risk to a student's health during or immediately after an athletic activity, the coach or any other district employee who is present shall remove the student athlete from the activity, observe universal precautions in handling blood or other bodily fluid, and/or seek medical treatment for the student as appropriate.

*(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)*

*(cf. 4119.43/4219.43/4319.43 - Universal Precautions)*

*(cf. 5141 - Health Care and Emergencies)*

(cf. 5141.21 - *Administering Medication and Monitoring Health Conditions*)  
(cf. 5141.22 - *Infectious Diseases*)

Whenever a serious injury or illness is suffered by a student athlete, the Superintendent or designee shall notify the student's parent/guardian of the date, time, and extent of any injury or illness suffered by the student and any actions taken to treat the student.

*Legal Reference:*

EDUCATION CODE

200-262.4 *Prohibition of discrimination*

17578 *Cleaning and sterilizing of football equipment*

17580-17581 *Football equipment*

32220-32224 *Insurance for athletic teams, especially:*

32221.5 *Required insurance for athletic activities*

33353-33353.5 *California Interscholastic Federation; implementation of policies, insurance program*

33354 *California Department of Education authority over interscholastic athletics*

33479-33479.9 *The Eric Parades Sudden Cardiac Arrest Prevention Act*

35160.5 *District policies; rules and regulations*

35179 *Interscholastic athletics*

35179.1 *California High School Coaching Education and Training Program*

35179.4 *Emergency action plan*

35179.5 *Interscholastic athletics; limitation on full-contact practices*

35179.6 *Automated external defibrillator, athletic activities*

48850 *Interscholastic athletics; students in foster care and homeless students*

48900 *Grounds for suspension and expulsion*

48930-48938 *Student organizations*

49010-49013 *Student fees*

49020-49023 *Athletic programs; legislative intent, equal opportunity*

49030-49034 *Performance-enhancing substances*

49458 *Health examinations, interscholastic athletic program*

49475 *Health and safety, concussions and head injuries*

49700-49701 *Education of children of military families*

51242 *Exemption from physical education for high school students in interscholastic athletic program*

HEALTH AND SAFETY CODE

1797.196 *Automated external defibrillator*

PENAL CODE

245.6 *Hazing*

CODE OF REGULATIONS, TITLE 5

4900-4965 *Nondiscrimination in elementary and secondary education programs, especially:*

4920-4922 *Nondiscrimination in intramural, interscholastic, and club activities*

5531 *Supervision of extracurricular activities of students*

5590-5596 *Employment of noncertificated coaches*

UNITED STATES CODE, TITLE 20

1681-1688 *Discrimination based on sex or blindness, Title IX*

CODE OF FEDERAL REGULATIONS, TITLE 34

106.31 *Nondiscrimination on the basis of sex in education programs or activities*

106.33 *Comparable facilities*

106.41 *Nondiscrimination in athletic programs*

COURT DECISIONS

*Mansourian v. Regents of University of California*, (2010) 602 F. 3d 957

*McCormick v. School District of Mamaroneck*, (2004) 370 F.3d 275

*Kahn v. East Side Union High School District*, (2003) 31 Cal. 4th 990

*Hartzell v. Connell*, (1984) 35 Cal. 3d 899

*Management Resources:*

CSBA PUBLICATIONS

Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Discrimination, March 2017

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Pupil Fees, Deposits, and Other Charges, Fiscal Management Advisory 12-02, April 24, 2013

CALIFORNIA INTERSCHOLASTIC FEDERATION PUBLICATIONS

Athletic Department Emergency Action Plan: Response Teams

California Interscholastic Federation Constitution and Bylaws

A Guide to Equity in Athletics

Guidelines for Gender Identity Participation

Keep Their Heart in the Game: A Sudden Cardiac Arrest Information Sheet for Athletes and Parents/Guardians

Event Emergency Guidelines, 2013

Pursuing Victory with Honor, 1999

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

Heads Up: Concussion in High School Sports, Tool Kit, June 2010

Heads Up: Concussion in Youth Sports, Tool Kit, July 2007

Acute Concussion Evaluation (ACE) Care Plan, 2006

NATIONAL FEDERATION OF STATE HIGH SCHOOL ASSOCIATIONS PUBLICATIONS

Emergency Action Planning Guide for After-School Practices and Events

U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Withdrawal of Dear Colleague Letter on Transgender Students, Dear Colleague Letter, February 22, 2017

Intercollegiate Athletics Policy Clarification: The Three-Part Test - Part Three, Dear Colleague Letter, April 20, 2010

WEB SITES

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

California Department of Education: <http://www.cde.ca.gov>

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

Centers for Disease Control and Prevention, Concussion Resources: <http://www.cdc.gov/concussion>

National Federation of State High School Associations: <http://www.nfhs.org>

National Operating Committee on Standards for Athletic Equipment: <http://www.nocsae.org>

U.S. Anti-Doping Agency: <http://www.usada.org>

U.S. Department of Education, Office for Civil Rights: <http://www2.ed.gov/ocr>

Policy ALAMEDA UNIFIED SCHOOL DISTRICT

adopted: August 25, 2009 Alameda, California

revised: May 8, 2012

updated:

**PLACEMENT IN MATHEMATICS COURSES**

The Governing Board believes that a sound educational program must include the study of subjects that prepare students for admission to higher education and/or fulfilling careers. District students shall be provided an opportunity to complete a sequence of mathematics courses recommended for admission into the University of California and California State University systems.

*(cf. 6141.5 - Advanced Placement)*

*(cf. 6142.92 - Mathematics Instruction)*

*(cf. 6143 - Courses of Study)*

*(cf. 6146.1 - High School Graduation Requirements)*

The Superintendent or designee shall work with district teachers, counselors, and administrators and the representatives of feeder schools to develop a well-articulated sequence of mathematics courses and consistent protocols for placing students in mathematics courses offered at district high schools.

Such placement protocols shall systematically take into consideration multiple objective academic measures that may include, but are not limited to, statewide mathematics assessments, including state interim and summative assessments; placement tests that are aligned to state-adopted content standards in mathematics; classroom assignment and grades; and report cards. (Education Code 51224.7)

*(cf. 5121 - Grades/Evaluation of Student Achievement)*

*(cf. 6011 - Academic Standards)*

*(cf. 6162.5 - Student Assessment)*

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

District staff shall implement the placement protocols uniformly and without regard to students' socioeconomic background or any characteristic specified in BP 0410 - Nondiscrimination in District Programs and Activities, including, but not limited to, race, sex, gender, nationality, and ethnicity.

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

*(cf. 0415 - Equity)*

*(cf. 6174 - Education for English Learners)*

The placement protocols shall provide for at least one reevaluation within the first month of the school year to ensure that students are appropriately placed in mathematics courses and shall specify the criteria the district will use to make this determination. Any student found to be misplaced shall be promptly placed in the appropriate mathematics course.

If a student or parent/guardian questions the student's placement, he/she may appeal the decision to the Superintendent or designee. The decision of the Superintendent or designee shall be final.

The Superintendent or designee shall ensure that all teachers, counselors, and other district staff responsible for determining students' placement in mathematics courses receive training on the placement protocols.

(cf. 4131 - Staff Development)

The Board and the Superintendent or designee shall annually review student data related to placement in mathematics courses offered at district high schools to ensure that students who are qualified to progress in mathematics courses based on their performance on objective academic measures are not being held back in a disproportionate manner on the basis of any subjective or discriminatory basis, and shall develop strategies for removing any identified barriers to students' access to mathematics courses. The Superintendent or designee shall also report on the percentage of district students who have successfully completed mathematics courses that satisfy the requirements for entrance to the University of California and the California State University.

(cf. 0460 - Local Control and Accountability Plan)

(cf. 0500 - Accountability)

*Legal Reference:*

EDUCATION CODE

200-262.4 Prohibition of discrimination

48070.5 Promotion and retention; required policy

51220 Areas of study, grades 7-12

51224.5 Completion of Algebra I or Mathematics I

51224.7 California Mathematics Placement Act of 2015

51225.3 High school graduation requirements

51284 Financial literacy

52060-52077 Local control and accountability plan

60605 State-adopted content and performance standards in core curricular areas

60605.8 Common Core standards

60640-60649 California Assessment of Student Performance and Progress

*Management Resources:*

CSBA PUBLICATIONS

*Math Misplacement, Governance Brief, September 2015*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*Mathematics Framework for California Public Schools: Kindergarten Through Grade Twelve, 2013*

*California Common Core State Standards: Mathematics, January 2013*

COMMON CORE STATE STANDARDS INITIATIVE PUBLICATIONS

*Appendix A: Designing High School Mathematics Courses Based on the Common Core State Standards*

LAWYERS' COMMITTEE FOR CIVIL RIGHTS OF THE SAN FRANCISCO BAY AREA (LCCR)

*Held Back - Addressing Misplacement of 9th Grade Students in Bay Area School Math Classes, 2013*

WEB SITES

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

California Department of Education: <http://www.cde.ca.gov>

Common Core State Standards Initiative: <http://www.corestandards.org/math>

Lawyers' Committee for Civil Rights of the San Francisco Bay Area (LCCR): <http://www.lccr.com>

Northwest Evaluation Association, Measures of Academic Progress: <http://www.nwea.org>

University of California, Mathematics Diagnostic Testing Project: <http://mdtp.ucsd.edu>

Policy ALAMEDA UNIFIED SCHOOL DISTRICT  
adopted:

## TRANSITIONAL KINDERGARTEN

The Governing Board ~~of Education~~ desires to offer a high-quality transitional kindergarten (TK) program for eligible children who do not yet meet the minimum age criterion for kindergarten. The TK program shall assist ~~children~~ students in developing the academic, social, and emotional skills they need to succeed in kindergarten and beyond.

The district's ~~transitional kindergarten~~ TK program shall be the first year of a two-year kindergarten program. (Education Code ~~48000~~ 48000)

The Board encourages ongoing collaboration among district preschool staff, other preschool providers, elementary teachers, administrators, and parents/guardians in ~~program~~ the development, implementation, and evaluation of the district's TK program.

(cf. ~~0420~~ School Plans/Site Councils)

1220 ~~(cf. 1220)~~ - Citizen Advisory Committees)

(cf. 6020 ~~(cf. 6020)~~ - Parent Involvement)

### **Eligibility**

The district's ~~transitional kindergarten~~ TK program shall admit children whose fifth birthday ~~lies between~~ is from September 2 through December 2. (Education Code ~~48000~~ 48000)

~~1. November 2 and December 2 in the 2012-13 school year~~

~~2. October 2 and December 2 in the 2013-14 school year~~

~~3. September 2 and December 2 in the 2014-15 school year and each school year thereafter~~

Parents/guardians of eligible children shall be notified of the availability of ~~this~~ the TK program and ~~the~~ age, residency, immunization, and any other enrollment requirements. Enrollment in the ~~transitional kindergarten~~ TK program shall be voluntary.

(cf. ~~5111~~ 5111 - Admission)

(cf. ~~5111.1~~ 5111.1 - District Residency)

(cf. ~~5111.12~~ Residency Based on Parent/Guardian Employment)

(cf. ~~5111.13~~ Residency for Homeless Children)

(cf. ~~5141.22~~ 5141.22 - Infectious Diseases)

(cf. 5141.3 ~~(cf. 5141.3)~~ - Health Examinations)

~~(cf. 5141.31 (cf. 5141.31 - Immunizations)~~

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

Upon request of a child's parents/guardians, the district may, on a case-by-case basis after the Superintendent or designee determines that it is in the child's best interest, admit into the district's TK program a child whose fifth birthday is on or before September 1 and who is therefore eligible for kindergarten.

At any time during the school year, the district may admit into the TK program a child whose fifth birthday is after December 2 of that same school year, provided that the Superintendent or designee recommends that enrollment in a TK program is in the child's best interest and the child's parents/guardians approve. Prior to such enrollment, the child's parents/guardians shall be provided information regarding the advantages and disadvantages and any other explanatory information about the effect of early admittance. (Education Code 48000)

BP 6170.1(b)

## **TRANSITIONAL KINDERGARTEN (continued)**

### **Curriculum and Instruction**

The district's ~~transitional kindergarten~~ **TK** program shall be based on a modified kindergarten curriculum that is age and developmentally appropriate. ~~(Education Code 48000)~~ 48000

~~(cf. 6141- 6141 - Curriculum Development and Evaluation)~~

~~(cf. 6161.1- 6161.1 - Selection and Evaluation of Instructional Materials)~~

~~Upon recommendation by the Superintendent or designee, the Board shall approve academic standards for transitional kindergarten that bridge~~

The program shall be aligned with the preschool learning foundations and kindergarten standards. Such standards preschool curriculum frameworks developed by the California Department of Education (CDE). It shall be designed to facilitate students' development in essential skills ~~which may include, as appropriate,~~ related to language and literacy, mathematics, physical development, ~~the~~ health, visual and performing arts, science, history-social ~~science~~ science, English language development, and social-emotional development.

~~(cf. 5148.3- 5148.3 - Preschool/Early Childhood Education)~~

~~(cf. 6011- 6011 - Academic Standards)~~

~~(cf. 6174- 6174 - Education for English **Language** Learners)~~

~~The number of instructional minutes offered in transitional kindergarten shall be the same as that required for the district's kindergarten program.~~

The Board shall establish the length(s) of the school day in the district's TK program. TK programs may be maintained for different lengths of time either at the same or different school

sites, as long as the school day is at least three hours but no more than four hours. The Superintendent or designee shall annually report to CDE as to whether the district's TK programs are offered full day, part day, or both. (Education Code 37202, 46111, 46115, 46117, 48003)

*(cf. ~~6111~~ 6111 - School Calendar)*

*(cf. ~~6112~~ 6112 - School Day)*

~~Transitional kindergarten~~

**TK** students may be placed in the same classrooms as kindergarten students when necessary, provided that the instructional program is differentiated to meet student needs.

TK students may be placed in a classroom commingled with 4-year-old students from a California State Preschool Program as long as the classroom does not include students enrolled in TK for a second year or students enrolled in a regular kindergarten. (Education Code 8235, 48000)

## **Staffing**

### **Teachers**

The Superintendent or designee shall ensure that teachers assigned to teach in ~~transitional kindergarten~~ TK classes shall possess a teaching credential or permit from the Commission on Teacher Credentialing (CTC) that authorizes such instruction at the kindergarten grade level.

*(cf. ~~4112.2~~ 4112.2 - Certification)*

BP 6170.1(c)

## **TRANSITIONAL KINDERGARTEN (continued)**

A credentialed teacher who is first assigned to a TK class after July 1, 2015, shall, by August 1, 2020, have at least 24 units in early childhood education and/or child development, comparable experience in a preschool setting, and/or a child development teacher permit issued by CTC. (Education Code 48000)

The Superintendent or designee may provide professional development as needed to ensure that ~~transitional kindergarten~~ TK teachers are knowledgeable about ~~district~~ the standards and effective instructional methods for teaching young children.

*(cf. ~~4131~~ 4131 - Staff Development)*

## **Continuation to Kindergarten**

Students who complete the ~~transitional kindergarten~~ TK program shall be eligible to continue in kindergarten the following school year. Parents/guardians of such students shall not be required to submit a signed ~~parental permission form~~ Kindergarten Continuance Form for kindergarten attendance.

However, whenever children who would otherwise be age-eligible for kindergarten are enrolled in TK, the Superintendent or designee shall obtain a Kindergarten Continuance Form



signed by the parent/guardian near the end of the TK year consenting to the child's enrollment in kindergarten the following year.

A student shall not attend more than two years in a combination of ~~transitional kindergarten~~ TK and kindergarten. (Education Code ~~46300~~ 46300)

(cf. ~~5123~~ 5123 - Promotion/Acceleration/Retention)

#### ~~Program Evaluation~~

#### Assessment

The Superintendent or designee ~~shall~~may develop or identify appropriate formal and/or informal assessments of ~~transitional kindergarten~~ TK students' development and progress. He/she shall monitor and regularly report to the Board regarding program implementation and the progress of students in meeting related academic standards.

(cf. ~~0500~~ 0500 - Accountability)

(cf. ~~6162.5~~ 6162.5 - Student Assessment)

Legal Reference: (see next page)

BP 6170.1(d)

#### TRANSITIONAL KINDERGARTEN (continued)

*Legal Reference:*

##### EDUCATION CODE

~~8973~~ 8235 California State Preschool Program

~~8973~~ Extended-day kindergarten

~~44258.9~~ 37202 School calendar; equivalency of instructional minutes

~~44258.9~~ Assignment monitoring by county ~~office~~superintendent of education ~~schools~~

~~46111~~ 46111 Kindergarten, hours of attendance

~~46114~~ ~~46119~~ 46114 46119 Minimum school day, kindergarten

~~46300~~ 46300 Computation of ~~average daily attendance~~ ADA, inclusion of kindergarten and transitional kindergarten

~~48000~~ ~~Minimum age~~ 48000 Age of admission ~~(, kindergarten)~~ and transitional kindergarten

~~48002~~ 48002 Evidence of minimum age required to enter kindergarten or first grade

~~48200~~ 48003 Kindergarten annual report

~~48200~~ Compulsory education, starting at age six

~~60605.8 Academic Content Standards Commission, development of Common Core Standards~~

*Management Resources:*

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~~First Class: A Guide for Early Primary Education, 1999~~

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~~California County Superintendents Educational Services Association: <http://www.ccsesa.org>~~

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

~~California Department of Education: <http://www.cde.ca.gov> <http://www.cde.ca.gov>~~

~~California Kindergarten Association: <http://www.ckanet.org> <http://www.ckanet.org>~~

~~Commission on Teacher Credentialing: <http://www.ctc.ca.gov> <http://www.ctc.ca.gov>~~

~~Transitional Kindergarten California: <http://www.tkcalifornia.org> <http://www.tkcalifornia.org>~~

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

adopted: ~~November 27, 2012 Alameda, California~~ October 2018

**TRANSITIONAL KINDERGARTEN**

The Governing Board desires to offer a high-quality transitional kindergarten (TK) program for eligible children who do not yet meet the minimum age criterion for kindergarten. The TK program shall assist students in developing the academic, social, and emotional skills they need to succeed in kindergarten and beyond.

The district's TK program shall be the first year of a two-year kindergarten program. (Education Code 48000)

The Board encourages ongoing collaboration among district preschool staff, other preschool providers, elementary teachers, administrators, and parents/guardians in the development, implementation, and evaluation of the district's TK program.

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 6020 - Parent Involvement)*

**Eligibility**

The district's TK program shall admit children whose fifth birthday is from September 2 through December 2. (Education Code 48000)

Parents/guardians of eligible children shall be notified of the availability of the TK program and age, residency, immunization, and any other enrollment requirements. Enrollment in the TK program shall be voluntary.

*(cf. 5111 - Admission)*

*(cf. 5111.1 - District Residency)*

*(cf. 5141.22 - Infectious Diseases)*

*(cf. 5141.3 - Health Examinations)*

*(cf. 5141.31 - Immunizations)*

*(cf. 5141.32 - Health Screening for School Entry)*

Upon request of a child's parents/guardians, the district may, on a case-by-case basis after the Superintendent or designee determines that it is in the child's best interest, admit into the district's TK program a child whose fifth birthday is on or before September 1 and who is therefore eligible for kindergarten.

At any time during the school year, the district may admit into the TK program a child whose fifth birthday is after December 2 of that same school year, provided that the Superintendent or designee recommends that enrollment in a TK program is in the child's best interest and the child's parents/guardians approve. Prior to such enrollment, the child's parents/guardians shall be provided information regarding the advantages and disadvantages and any other explanatory information about the effect of early admittance. (Education Code 48000)

**Curriculum and Instruction**

The district's TK program shall be based on a modified kindergarten curriculum that is age and

developmentally appropriate. (Education Code 48000)

*(cf. 6141 - Curriculum Development and Evaluation)*  
*(cf. 6161.1 - Selection and Evaluation of Instructional Materials)*

The program shall be aligned with the preschool learning foundations and preschool curriculum frameworks developed by the California Department of Education (CDE). It shall be designed to facilitate students' development in essential skills related to language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social science, English language development, and social-emotional development.

*(cf. 5148.3 - Preschool/Early Childhood Education)*  
*(cf. 6011 - Academic Standards)*  
*(cf. 6174 - Education for English Learners)*

The Board shall establish the length(s) of the school day in the district's TK program. TK programs may be maintained for different lengths of time either at the same or different school sites, as long as the school day is at least three hours but no more than four hours. The Superintendent or designee shall annually report to CDE as to whether the district's TK programs are offered full day, part day, or both. (Education Code 37202, 46111, 46115, 46117, 48003)

*(cf. 6111 - School Calendar)*  
*(cf. 6112 - School Day)*

TK students may be placed in the same classrooms as kindergarten students when necessary, provided that the instructional program is differentiated to meet student needs.

TK students may be placed in a classroom commingled with 4-year-old students from a California State Preschool Program as long as the classroom does not include students enrolled in TK for a second year or students enrolled in a regular kindergarten. (Education Code 8235, 48000)

## **Staffing**

The Superintendent or designee shall ensure that teachers assigned to teach in TK classes possess a teaching credential or permit from the Commission on Teacher Credentialing (CTC) that authorizes such instruction.

*(cf. 4112.2 - Certification)*

A credentialed teacher who is first assigned to a TK class after July 1, 2015, shall, by August 1, 2020, have at least 24 units in early childhood education and/or child development, comparable experience in a preschool setting, and/or a child development teacher permit issued by CTC. (Education Code 48000)

The Superintendent or designee may provide professional development as needed to ensure that TK teachers are knowledgeable about the standards and effective instructional methods for teaching young children.

*(cf. 4131 - Staff Development)*

## **Continuation to Kindergarten**

Students who complete the TK program shall be eligible to continue in kindergarten the following school year. Parents/guardians of such students shall not be required to submit a signed Kindergarten Continuance Form for kindergarten attendance.

However, whenever children who would otherwise be age-eligible for kindergarten are enrolled in TK, the Superintendent or designee shall obtain a Kindergarten Continuance Form signed by the parent/guardian near the end of the TK year consenting to the child's enrollment in kindergarten the following year.

A student shall not attend more than two years in a combination of TK and kindergarten. (Education Code 46300)

*(cf. 5123 - Promotion/Acceleration/Retention)*

## **Assessment**

The Superintendent or designee may develop or identify appropriate formal and/or informal assessments of TK students' development and progress. He/she shall monitor and regularly report to the Board regarding program implementation and the progress of students in meeting related academic standards.

*(cf. 0500 - Accountability)*

*(cf. 6162.5 - Student Assessment)*

### *Legal Reference:*

#### EDUCATION CODE

8235 California State Preschool Program

8973 Extended-day kindergarten

37202 School calendar; equivalency of instructional minutes

44258.9 Assignment monitoring by county superintendent of schools

46111 Kindergarten, hours of attendance

46114-46119 Minimum school day, kindergarten

46300 Computation of ADA, inclusion of kindergarten and transitional kindergarten

48000 Age of admission, kindergarten and transitional kindergarten

48002 Evidence of minimum age required to enter kindergarten or first grade

48003 Kindergarten annual report

48200 Compulsory education, starting at age six

### *Management Resources:*

#### CSBA PUBLICATIONS

What Boards of Education Can Do About Kindergarten Readiness, Governance Brief, May 2016

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Transitional Kindergarten FAQs

Desired Results Developmental Profile, 2015

Transitional Kindergarten Implementation Guide: A Resource for California Public School District Administrators and Teachers, 2013

California Preschool Curriculum Framework, Vol. 3, 2013

California Preschool Learning Foundations, Vol. 3, 2012

California Preschool Curriculum Framework, Vol. 2, 2011

California Preschool Learning Foundations, Vol. 2, 2010

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*California Preschool Learning Foundations, Vol. 1, 2008*

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California Department of Education: <http://www.cde.ca.gov>

California Kindergarten Association: <http://www.ckanet.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Transitional Kindergarten California: <http://www.tkcalifornia.org>

Policy ALAMEDA UNIFIED SCHOOL DISTRICT

adopted: November 27, 2012 Alameda, California

revised:

# ~~Alameda City USD~~

## ~~Board Policy~~

### ~~Education For English Language Learners~~

~~BP 6174~~

~~Instruction~~

BP 6174

### EDUCATION FOR ENGLISH LEARNERS

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

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

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3100 - Budget)

The Superintendent or designee shall encourage parent/guardian and community involvement in the development and evaluation of programs for English learners.

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

(cf. 6020 - Parent Involvement)

English learners shall be provided differentiated English language development instruction which is targeted to their English proficiency level, integrated across all subject areas, and aligned with the state content standards. The district's program shall be based on sound instructional theory ~~and adequately supported in order to assist,~~ use standards-aligned instructional materials, emphasize inquiry-based learning and critical thinking skills, and provide students ~~in accessing~~ with access to the full educational program.

(cf. 6011 - Academic Standards)

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6171 - Title I Programs)

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

(cf. 4112.22 - Staff Teaching English ~~Language~~ Learners)

~~The Superintendent or designee shall encourage parent and community involvement in the development, implementation, and evaluation of English language development programs. In~~



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

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

Staff development shall also address the sociocultural needs of English learners and provide opportunities for teachers to engage in supportive, collaborative learning communities.

To support students' English language development, the Superintendent or designee may provide an adult literacy training program that leads to English fluency for parents/guardians and community members ~~that leads to English fluency~~.

~~*(cf. 0420 - School Plans/Site Councils)*~~

~~*(cf. 1220 - Citizen Advisory Committees)*~~

~~*(cf. 6020 - Parent Involvement)*~~

## **Identification and Assessment**

The Superintendent or designee shall maintain procedures ~~which provide~~ for the ~~accurate~~early identification of English learners and an assessment of their proficiency and needs in the areas of listening, speaking, reading, and writing in English.

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

## **~~Placement of English Learners~~**

~~Students who are English learners shall be educated through "sheltered English immersion" or "structured English immersion," as defined in law and administrative regulation, during a temporary transition period not normally intended to exceed one year. Nearly all classroom~~

English learners' academic achievement in English language arts, mathematics, science, and any additional subject required by law shall be assessed using the California Assessment of Student Performance and Progress. As necessary, the test shall be administered with testing variations in accordance with 5 CCR 854.1-854.3. English learners who are in their first 12 months of attending a school in the United States shall be exempted from taking the English language arts assessment to the extent allowed by federal law. (Education Code 60603, 60640; 5 CCR 854.1-854.3)

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

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

*(cf. 6162.5 - Student Assessment)*

### **Language Acquisition Programs**

The district shall offer research-based language acquisition programs that are designed to ensure English acquisition as rapidly and as effectively as possible and that provide instruction to students on the state-adopted academic content standards, including the English language development standards. (Education Code 306; 5 CCR 11300)

At in the district's a minimum, the district shall offer a structured English immersion program which includes designated and integrated English language development. In the structured English immersion program, nearly all of the classroom instruction shall be provided in English, but with the curriculum and presentation designed for students who are learning the languageEnglish. (Education Code 305-306; 5 CCR 11309)

For ~~purposes~~the purpose of determining the amount of instruction to be conducted in English in the structured English immersion ~~classroom program~~, "nearly all" ~~shall be defined as follows:~~

~~Limited primary language means that all classroom instruction shall be conducted in English except for clarification, explanation, and support are provided by bilingual teachers and/or paraprofessionals when needed and pending availability of bilingual staffas needed.~~

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

1. The district may offer a dual-language immersion program that provides integrated language learning and academic instruction for native speakers of English and native speakers of another language, with the goals of high academic achievement, first and second language proficiency, and cross-cultural understanding.

*(cf. 6142.2 - World/Foreign Language Instruction)*

2. The district may offer a transitional or developmental program for English learners that provides literacy and academic instruction in English and a student's native language and that enables an English learner to achieve English proficiency and academic mastery of subject matter content and higher order thinking skills, including critical thinking, in order to meet state academic content standards.

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

*(cf. 6151 - Class Size)*

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

process. He/she shall also consult with administrators, teachers, and other personnel with appropriate authorizations and experience in establishing a language acquisition program. (Education Code 305)

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

*(cf. 5145.6 - Parental Notifications)*

Parents/guardians of English learners may choose a language acquisition program that best suits their child. To the extent possible, any language acquisition program requested by the parents/guardians of 30 or more students at the school or by the parents/guardians of 20 or more students at any grade level shall be offered by the school. (Education Code 310; 5 CCR 11311)

## **Reclassification**

When an English learner ~~has is~~ determined based on state and district reclassification criteria to have acquired a reasonable level of English proficiency ~~as measured by any of the state-designated assessments approved by the California Department of Education, any district assessments, and/or other criteria adopted by the Board, he/she shall pursuant to Education Code 313 and 52164.6, or upon request by the student's parent/guardian, the student shall be transferred from a structured English immersion classroom to an English language mainstream classroom in which the instruction is overwhelmingly in English. (Education Code 305-306; 5 CCR 11301)~~

language acquisition program

~~(cf. 6162.5 - Student Assessment)~~

An English learner ~~has acquired a "reasonable level of English proficiency" when he/she has achieved the following:~~

~~An overall CELDT level of 4 or 5 and his/her ELD/SDAIE classroom teacher's recommendation for transfer to an English language mainstream classroom.~~

~~At any time during the school year, the parent/guardian of an English learner may have his/her child moved into an English language mainstream program. (5 CCR 11301)classroom.~~

## **Parental Exception Waivers**

~~When allowed by law, the parent/guardian of an English learner may submit a request that his/her child be exempted from placement in a structured English immersion program and~~

~~instead be placed in a class where he/she is taught English and other subjects through bilingual education techniques or other generally recognized educational methodologies permitted by law. (Education Code 310-311)~~

~~Each waiver request shall be considered on its individual merits with deference given to parental preference for student placement.~~

~~A waiver request shall be granted in accordance with law unless the principal and educational staff have determined that an alternative program would not be better suited to the student's overall educational development. (5 CCR 11309)~~

~~If the Superintendent or designee denies the waiver request, he/she shall provide a written justification to the parent/guardian describing the reasons for the denial. A parent/guardian may appeal the decision in writing to the Board. The Board may consider the matter at its next regular Board meeting. The Board may decide not to hear the appeal, in which case the Superintendent's decision shall be final. If the Board hears the appeal, the Superintendent shall send the Board's decision to the parent/guardian within seven working days.~~

### **Program Evaluation**

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

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

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

Legal Reference:

EDUCATION CODE

300-340 English language education, especially:

305-310 Language acquisition programs

313-313.5 Assessment of English proficiency

430-446 English Learner and Immigrant Pupil Federal Conformity Act

33050 State Board of Education waiver authority

42238.02-42238.03 Local control funding formula

44253.1-44253.11 Qualifications for teaching English learners

48980 Parental notifications

48985 Notices to parents in language other than English

~~51101-51101.1 Rights of parents~~

~~52130-52135 Impacted Languages Act of 1984~~

52052 Numerically significant student subgroups

52060-52077 Local control and accountability plan

52160-52178 Bilingual Bicultural Act

~~52180-52186 Bilingual teacher training assistance program~~

~~54000-54028 Programs for disadvantaged children~~

~~60200.7 Suspension of state instructional materials adoptions~~

~~60605.87 Supplemental instructional materials, English language development~~

56305 CDE manual on English learners with disabilities

60603 Definition, recently arrived English learner

60640 California Assessment of Student Performance and Progress

60810-60812 Assessment of language development

~~62005~~62002.5 Continuation of advisory committee after program sunsets

CODE OF REGULATIONS, TITLE 5

854.1-854.3 CAASPP and universal tools, designated supports, and accommodations

854.9 CASSPP and unlisted resources for students with disabilities

11300-11316 English learner education

11510-11517.5 California English Language Development Test

11517.6-11519.5 English Language Proficiency Assessments for California

UNITED STATES CODE, TITLE 20

1412 Individuals with Disabilities Education Act; state eligibility

1701-1705 Equal Educational Opportunities Act

6311 Title I state plan

6312 ~~Local~~Title I local education agency plans

6801-~~6871~~7014 Title III, Languagelanguage instruction for ~~limited~~English ~~proficient~~learners and immigrant students

~~7012 Parental notification~~

7801 Definitions

CODE OF FEDERAL REGULATIONS, TITLE 34

100.3 Discrimination prohibited

200.16 Assessment of English learners

COURT DECISIONS

Valeria ~~GO~~. v. ~~Wilson~~Davis, (2002) 307 F.3d 1036

California Teachers Association v. State Board of Education et al., (9th Circuit, 2001) 271 F.3d 1141

McLaughlin v. State Board of Education, (1999) 75 Cal.App.4th 196

Teresa P. et al v. Berkeley Unified School District et al, (1989) 724 F.Supp. 698

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English Learners in Focus, Issue 2: The Promise of Two-Way Immersion Programs, Governance Brief, September 2014

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California English Learner Roadmap: Strengthening Comprehensive Educational Policies, Programs and Practices for English Learners, 2018

Matrix One: Universal Tools, Designated Supports, and Accommodations for the California Assessment of Student Performance and Progress for 2017-18, rev. August 2017

Reclassification Guidance for 2017-18, CDE Correspondence, April 28, 2017

Integrating the CA ELD Standards into K-12 Mathematics and Science Teaching and Learning, December 2015

Next Generation Science Standards for California Public Schools, Kindergarten through Grade Twelve, rev. March 2015

English Language Arts/English Language Development Test (CELDT): 2012-13 CELDT Information Guide, 2012 Framework for California Public Schools: Transitional Kindergarten Through Grade Twelve, 2014

Common Core State Standards for Mathematics, rev. 2013

English Language Development Standards for California Public Schools: Kindergarten Through Grade Twelve, 2012

#### Matrix of Test Variations, Accommodations, and Modifications for Administration of California Statewide Assessments

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Innovative Solutions for Including Recently Arrived and Former English Learners in State Accountability Systems: A Guide for States, January 2017

English Learner Tool Kit for State and Local Educational Agencies (SEAs and LEAs), rev. November 2016

English Learners and Title III of the Elementary and Secondary Education Act (ESEA), as Amended by the Every Student Succeeds Act (ESSA), Non-Regulatory Guidance, September 23, 2016

Dear Colleague Letter: English Learner Students and Limited English Proficient (LEP) Students, May 2007 Parents, January 7, 2015

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California Association for Bilingual Education: <http://www.gocabe.org>

California Department of Education: <http://www.cde.ca.gov/sp/el>

National Clearinghouse for English Language Acquisition: <http://www.ncela.us>

The Education Trust-West: <https://west.edtrust.org>

U.S. Department of Education: <http://www.ed.gov>

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

adopted: ~~June 10, 2003~~ \_\_\_\_\_ Alameda,  
California \_\_\_\_\_ July 2018

revised: ~~August 25, 2009~~

revised: ~~June 25, 2013~~

**EDUCATION FOR ENGLISH LEARNERS**

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

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

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*(cf. 6011 - Academic Standards)*  
*(cf. 6141 - Curriculum Development and Evaluation)*  
*(cf. 6161.1 - Selection and Evaluation of Instructional Materials)*  
*(cf. 6161.11 - Supplementary Instructional Materials)*  
*(cf. 6171 - Title I Programs)*

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

*(cf. 4112.22 - Staff Teaching English Learners)*

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



*(cf. 4131 - Staff Development)*  
*(cf. 4231 - Staff Development)*  
*(cf. 4331 - Staff Development)*

Staff development shall also address the sociocultural needs of English learners and provide opportunities for teachers to engage in supportive, collaborative learning communities.

To support students' English language development, the Superintendent or designee may provide an adult literacy training program that leads to English fluency for parents/guardians and community members.

### **Identification and Assessment**

The Superintendent or designee shall maintain procedures for the early identification of English learners and an assessment of their proficiency and needs in the areas of listening, speaking, reading, and writing in English.

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

English learners' academic achievement in English language arts, mathematics, science, and any additional subject required by law shall be assessed using the California Assessment of Student Performance and Progress. As necessary, the test shall be administered with testing variations in accordance with 5 CCR 854.1-854.3. English learners who are in their first 12 months of attending a school in the United States shall be exempted from taking the English language arts assessment to the extent allowed by federal law. (Education Code 60603, 60640; 5 CCR 854.1-854.3)

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

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

*(cf. 6162.5 - Student Assessment)*

### **Language Acquisition Programs**

The district shall offer research-based language acquisition programs that are designed to ensure English acquisition as rapidly and as effectively as possible and that provide instruction to students on the state-adopted academic content standards, including the English language development standards. (Education Code 306; 5 CCR 11300)

At a minimum, the district shall offer a structured English immersion program which includes designated and integrated English language development. In the structured English immersion program, nearly all of the classroom instruction shall be provided in English, but with the

curriculum and presentation designed for students who are learning English. (Education Code 305-306; 5 CCR 11309)

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

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

1. The district may offer a dual-language immersion program that provides integrated language learning and academic instruction for native speakers of English and native speakers of another language, with the goals of high academic achievement, first and second language proficiency, and cross-cultural understanding.

*(cf. 6142.2 - World/Foreign Language Instruction)*

2. The district may offer a transitional or developmental program for English learners that provides literacy and academic instruction in English and a student's native language and that enables an English learner to achieve English proficiency and academic mastery of subject matter content and higher order thinking skills, including critical thinking, in order to meet state academic content standards.

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

*(cf. 6151 - Class Size)*

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

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

*(cf. 5145.6 - Parental Notifications)*

Parents/guardians of English learners may choose a language acquisition program that best suits their child. To the extent possible, any language acquisition program requested by the parents/guardians of 30 or more students at the school or by the parents/guardians of 20 or more students at any grade level shall be offered by the school. (Education Code 310; 5 CCR 11311)

## **Reclassification**

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

## **Program Evaluation**

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

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

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

### *Legal Reference:*

#### **EDUCATION CODE**

*300-340 English language education, especially:  
305-310 Language acquisition programs  
313-313.5 Assessment of English proficiency  
430-446 English Learner and Immigrant Pupil Federal Conformity Act  
33050 State Board of Education waiver authority  
42238.02-42238.03 Local control funding formula  
44253.1-44253.11 Qualifications for teaching English learners  
48980 Parental notifications  
48985 Notices to parents in language other than English  
52052 Numerically significant student subgroups*

52060-52077 *Local control and accountability plan*  
 52160-52178 *Bilingual Bicultural Act*  
 56305 *CDE manual on English learners with disabilities*  
 60603 *Definition, recently arrived English learner*  
 60640 *California Assessment of Student Performance and Progress*  
 60810-60812 *Assessment of language development*  
 62002.5 *Continuation of advisory committee after program sunsets*  
CODE OF REGULATIONS, TITLE 5  
 854.1-854.3 *CAASPP and universal tools, designated supports, and accommodations*  
 854.9 *CASSPP and unlisted resources for students with disabilities*  
 11300-11316 *English learner education*  
 11510-11517.5 *California English Language Development Test*  
 11517.6-11519.5 *English Language Proficiency Assessments for California*  
UNITED STATES CODE, TITLE 20  
 1412 *Individuals with Disabilities Education Act; state eligibility*  
 1701-1705 *Equal Educational Opportunities Act*  
 6311 *Title I state plan*  
 6312 *Title I local education agency plans*  
 6801-7014 *Title III, language instruction for English learners and immigrant students*  
 7801 *Definitions*  
CODE OF FEDERAL REGULATIONS, TITLE 34  
 100.3 *Discrimination prohibited*  
 200.16 *Assessment of English learners*  
COURT DECISIONS  
*Valeria O. v. Davis*, (2002) 307 F.3d 1036  
*California Teachers Association v. State Board of Education et al.*, (9th Circuit, 2001) 271 F.3d 1141  
*McLaughlin v. State Board of Education*, (1999) 75 Cal.App.4th 196  
*Teresa P. et al v. Berkeley Unified School District et al.*, (1989) 724 F.Supp. 698  
ATTORNEY GENERAL OPINIONS  
 83 *Ops.Cal.Atty.Gen.* 40 (2000)

#### Management Resources:

##### CSBA PUBLICATIONS

*English Learners in Focus: The English Learner Roadmap: Providing Direction for English Learner Success*, Governance Brief, February 2018

*English Learners in Focus, Issue 4: Expanding Bilingual Education in California after Proposition 58*, Governance Brief, March 2017

*English Learners in Focus, Issue 1: Updated Demographic and Achievement Profile of California's English Learners*, Governance Brief, rev. September 2016

*English Learners in Focus, Issue 3: Ensuring High-Quality Staff for English Learners*, Governance Brief, July 2016

*English Learners in Focus, Issue 2: The Promise of Two-Way Immersion Programs*, Governance Brief, September 2014

##### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*California English Learner Roadmap: Strengthening Comprehensive Educational Policies, Programs and Practices for English Learners*, 2018

*Matrix One: Universal Tools, Designated Supports, and Accommodations for the California Assessment of Student Performance and Progress for 2017-18*, rev. August 2017

*Reclassification Guidance for 2017-18*, CDE Correspondence, April 28, 2017

*Integrating the CA ELD Standards into K-12 Mathematics and Science Teaching and Learning*, December 2015

*Next Generation Science Standards for California Public Schools, Kindergarten through Grade Twelve*, rev. March 2015

English Language Arts/English Language Development Framework for California Public Schools: Transitional Kindergarten Through Grade Twelve, 2014  
Common Core State Standards for Mathematics, rev. 2013  
English Language Development Standards for California Public Schools: Kindergarten Through Grade Twelve, 2012  
THE EDUCATION TRUST- WEST PUBLICATIONS  
Unlocking Learning II: Math as a Lever for English Learner Equity, March 2018  
Unlocking Learning: Science as a Lever for English Learner Equity, January 2017  
U.S. DEPARTMENT OF EDUCATION PUBLICATIONS  
Accountability for English Learners Under the ESEA, Non-Regulatory Guidance, January 2017  
Innovative Solutions for Including Recently Arrived English Learners in State Accountability Systems: A Guide for States, January 2017  
English Learner Tool Kit for State and Local Educational Agencies (SEAs and LEAs), rev. November 2016  
English Learners and Title III of the Elementary and Secondary Education Act (ESEA), as Amended by the Every Student Succeeds Act (ESSA), Non-Regulatory Guidance, September 23, 2016  
Dear Colleague Letter: English Learner Students and Limited English Proficient Parents, January 7, 2015  
WEB SITES  
CSBA: <http://www.csba.org>  
California Association for Bilingual Education: <http://www.gocabe.org>  
California Department of Education: <http://www.cde.ca.gov/sp/el>  
National Clearinghouse for English Language Acquisition: <http://www.ncela.us>  
The Education Trust-West: <https://west.edtrust.org>  
U.S. Department of Education: <http://www.ed.gov>

Policy ALAMEDA UNIFIED SCHOOL DISTRICT  
adopted: June 10, 2003 Alameda, California  
updated: August 25, 2009 and June 25, 2013  
revised:

**Education for English Learners**

**REDESIGNATION/RECLASSIFICATION OF ENGLISH LANGUAGE LEARNER  
TO REDESIGNATED FLUENT ENGLISH PROFICIENT IN GRADES 4 AND 5**

**CRITERIA:**

1. Oral Language Performance Level of 4 (Well Developed) for the Oral Language domain of the English Language Proficiency Assessments for California (ELPAC).
2. Written Language Performance Level of 4 (Well Developed) for the Written Language domain of the ELPAC.
3. Overall Performance Level of 4 (Well Developed) on the English Language Proficiency Assessments of California (ELPAC).
4. Student score of Standard Met or above in English language arts on the current SBAC.
5. Student score of at least 20 out of 25 with no row below a 4 on the Student Oral Language Observation Matrix (SOLOM) completed by the classroom teacher.
6. Student writing samples or local/state tests must reflect grade level writing proficiency.
7. Parent/guardian must consult with the classroom teacher, Literacy/ELD TSA, and/or Principal and sign the Redesignation/Reclassification Form.

**Education for English Learners**

**REDESIGNATION/RECLASSIFICATION OF ENGLISH LANGUAGE LEARNER  
TO REDESIGNATED FLUENT ENGLISH PROFICIENT IN GRADES 6 - 12**

**CRITERIA:**

1. Oral Language Performance Level of 4 (Well Developed) for the Oral Language domain of the English Language Proficiency Assessments for California (ELPAC).
2. Written Language Performance Level of 4 (Well Developed) for the Written Language domain of the ELPAC.
3. Overall Performance Level of 4 (Well Developed) on the English Language Proficiency Assessments of California (ELPAC).
4. Student score of Standard Met or above in English language arts on the current SBAC.
5. Student score of at least 20 out of 25 with no row below a 4 on the Student Oral Language Observation Matrix (SOLOM) completed by the classroom teacher.
6. Student writing samples or local/state tests must reflect grade level writing proficiency.
7. Student and parent/guardian must consult with the English teacher, Literacy/ELD TSA, and/or the site administrator and sign the Redesignation/Reclassification Form.
8. A grade of "C" or above in English course.
9. For current 10<sup>th</sup> graders, the 8<sup>th</sup> grade SBAC ELA score may be used.
10. For current 11<sup>th</sup> graders, the Local Redesignation Assessment may be in lieu of the SBAC. The total LRA score must be 70 or above.

## CAREER TECHNICAL EDUCATION

The Governing Board ~~of Education~~ desires to provide a comprehensive career technical education (CTE) program in the secondary grades which integrates core academic instruction with technical and occupational instruction in order to increase student achievement, graduation rates, and readiness for postsecondary education and employment. The district's CTE program shall be designed to help students develop the academic, career, and technical skills needed to succeed in a knowledge- and skills-based economy. The program shall include a rigorous academic component and provide students with ~~a strong~~practical experience and understanding of all aspects of an industry.

(cf. ~~6143~~ 6143 - Courses of Study)

(cf. ~~6200~~ 6200 - Adult Education)

The district's CTE program shall focus on preparing students to enter current or emerging high-skill, high-wage, and/or high-demand occupations. CTE opportunities may be offered through linked learning programs, partnership academies, apprenticeship programs or orientation to apprenticeships, regional occupational centers or programs, ~~tech prep programs~~, (ROC/Ps), charter schools, small learning communities, magnet programs, or other programs that expose students to career options while preparing them for future careers in a given industry or interest area.

(cf. ~~0420.4~~ 0420.4 - Charter School Authorization)

(cf. ~~6178.2~~ 6178.2 - Regional Occupational Center/Program)

The Superintendent or designee shall explore available funding sources that may be used to support CTE programs. The Board shall review and approve all district plans and applications for the use of district, state, and/or federal funds supporting CTE.

(cf. 3230 - Federal Grant Funds)

The Board shall adopt district standards for CTE which meet or exceed the state's model content standards and describe the essential knowledge and skills that students enrolled in these courses are expected to master. The course curriculum shall be aligned with district-adopted standards and the state's curriculum framework.

(cf. ~~6011~~ 6011 - Academic Standards)

(cf. ~~6141~~ 6141 - Curriculum Development and Evaluation)

At least every three years, the Board shall compare the district's curriculum, course content, and course sequence of CTE with the model state curriculum standards. (Education Code ~~52376~~ 52376)

The Superintendent or designee shall systematically review the district's CTE ~~classes~~courses to determine the degree to which each ~~class~~course may offer an alternative means for completing and receiving credit for specific portions of the course of study prescribed by the district for



high school graduation. The Board shall ensure that these classes are equivalent in content and rigor to the courses prescribed for graduation. (Education Code ~~52376~~ 52376)

BP 6178(b)

### **CAREER TECHNICAL EDUCATION (continued)**

(cf. ~~6146.1~~ 6146.1 - High School Graduation Requirements)

(cf. ~~6146.11~~ 6146.11 - Alternative Credits Toward Graduation)

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

The Superintendent or designee shall develop partnerships with local businesses and industries to ensure that course sequences, career technical and integrated curriculum, classroom instruction and projects, and assessments have real-world relevance and reflect labor market needs and priorities. He/she ~~also~~ shall also work to develop connections with businesses, postsecondary institutions, community organizations, and/or other employers to provide students with actual or simulated work-based learning opportunities.

(cf. ~~1700~~ 1700 - Relations Between Private Industry and the Schools)

(cf. ~~5113.2~~ 5113.2 - Work Permits)

(cf. ~~6178.1~~ 6178.1 - Work-Based Learning)

The Superintendent or designee shall collaborate with postsecondary institutions to ensure that the district's program is articulated with postsecondary programs in order to provide a sequential course of study. Articulation opportunities may include dual or concurrent enrollment in community college courses.

(cf. ~~6172.1~~ 6172.1 - Concurrent Enrollment in College Classes)

The Board shall appoint a CTE advisory committee to develop recommendations on the district's CTE program and to serve as a liaison between the district and potential employers. The committee shall consist of at least one student, teacher, business representative, industry representative, school administrator, member of the general public knowledgeable about the disadvantaged, and representative of the field office of the California Employment Development Department. (Education Code 8070)

(cf. 1220 - Citizen Advisory Committees)

The Superintendent or designee shall inform all secondary students and their parents/guardians about the CTE experiences available in the district, CTE courses that satisfy college admission criteria, and, if applicable, CTE courses that satisfy high school graduation requirements. In addition, secondary students shall receive individualized ~~career guidance and~~ academic counseling which provides information about academic and CTE opportunities related to the student's career goals.

(cf. ~~5145.6~~ 5145.6 - Parental Notifications)

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

Prior to the beginning of each school year, the Superintendent or designee shall advise students, parents/guardians, employees, and the general public that all CTE opportunities are offered without regard to any actual or perceived characteristic protected from discrimination

BP 6178(c)

### **CAREER TECHNICAL EDUCATION (continued)**

by law. The notification shall be disseminated in languages other than English as needed and shall state that the district will take steps to ensure that the lack of English language skills will not be a barrier to admission and participation in the district's CTE program. (20 USC 2354; 34 CFR 100 Appendix B, 104.8, 106.9)

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

(cf. 1312.3 - Uniform Complaint Procedures)

To the extent required by law, the Superintendent or designee shall invite the participation of private school students in CTE programs supported by federal funding under the Strengthening Career and Technical Education for the 21st Century Act (Perkins). (20 USC 2397)

The Superintendent or designee shall ensure that teachers of CTE courses possess the qualifications and credentials necessary to teach their assigned courses. He/she ~~also~~ shall also provide teachers and administrators with professional development designed to enhance their knowledge of standards-aligned CTE and shall provide opportunities for CTE teachers to collaborate with teachers of academic courses in the development and implementation of integrated curriculum models.

(cf. ~~4112.2~~ 4112.2 - Certification)

(cf. ~~4131~~ 4131 - Staff Development)

(cf. ~~4331~~ 4331 - Staff Development)

The Superintendent or designee shall provide counselors and other guidance personnel with professional development that includes, but is not limited to, information about current

workforce needs and trends, requirements of the district's CTE program, work-based learning opportunities, and postsecondary education and employment options following high school.

~~Upon written request from a nonprofit private school within the geographical area served by the district, the Superintendent or designee shall consult with private school representatives in a timely and meaningful manner and may provide for the participation of private school secondary students in the district's programs and activities funded under the federal Carl D. Perkins Career and Technical Education Act. To the extent practicable, the Superintendent or designee also shall, upon request, permit participation of CTE teachers, administrators, and other personnel from private schools in the district's inservice and preservice professional development programs funded through the Perkins Act. (20 USC 2397)~~

The Superintendent or designee shall regularly assess district needs for facilities, technologies, and equipment to increase students' access to the district's CTE program.

(cf. ~~0440~~ 0440 - District Technology Plan)

(cf. ~~3440~~ 3440 - Inventories)

(cf. ~~3512~~ 3512 - Equipment)

(cf. ~~7110~~ 7110 - Facilities Master Plan)

#### **Nondiscrimination**

~~The district's program shall provide equal access to and shall not unlawfully discriminate against students who are members of special populations. Special populations include, but are not limited to, students with disabilities; students from economically disadvantaged families, including foster youth; single parents and single pregnant females; displaced homemakers; students with limited English proficiency; and students preparing for nontraditional fields. Nontraditional fields include occupations or fields of work, including careers in computer science, technology, and other emerging high-skill occupations, for which individuals from one gender constitute less than 25 percent of the individuals employed in each such occupation or field of work. (20 USC 2302, 2354, 2373)~~

~~Prior to the beginning of each school year, the Superintendent or designee shall advise students, parents/guardians, employees, and the general public that all CTE opportunities are offered without regard to any actual or perceived characteristic protected from discrimination by law. (34 CFR 100.B, 104.8, 106.9)~~

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

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

~~The above notification shall be disseminated in languages other than English as needed and shall state that the district will take steps to ensure that the lack of English language skills will not be a barrier to admission and participation in the district's CTE program. (20 USC 2354; 34 CFR 100.B)~~

#### **School and Community Involvement**

~~The Board shall appoint a CTE advisory committee to develop recommendations on the district's CTE program and to serve as a liaison between the district and potential employers. The committee shall consist of at least one student, teacher, business representative, industry representative, school administrator, member of the general public knowledgeable about the disadvantaged, and representative of the field office of the California Employment Development Department. (Education Code 8070)~~

(cf. ~~1220~~ - Citizen Advisory Committees)

~~The district also shall involve parents/guardians; students; academic and CTE teachers; administrators; career guidance and academic counselors; representatives of tech prep consortia if applicable, business and industry, labor organizations, and special populations; and other interested individuals in the development, implementation, and evaluation of CTE programs. (20 USC 2354)~~

#### **Program Evaluation**

~~The Board shall monitor the achievement of students participating in the district's CTE program in order to determine the need for program improvements. The Superintendent or designee shall annually report to the Board and the California Department of Education on program enrollment and~~

completion rates, including enrollment and completion of programs in nontraditional fields as defined in 20 USC 2302; student academic assessment results; attainment of career and technical skill proficiencies; attainment of a high school diploma or equivalent; graduation rates; and subsequent placement in postsecondary education or advanced training, military service, or employment. Data shall be disaggregated, in accordance with 20 USC 2323, by race, ethnicity, gender, disability status, migrant status, English proficiency, and economic disadvantage status and for each special population as defined in 20 USC 2302 and listed in the section "Nondiscrimination" above.

The Superintendent or designee shall annually report to the Board achievement data on participating students, including, but not limited to, the percentage of participating students who successfully complete CTE programs, their performance on state and district academic achievement tests, and graduation rate. Data shall be disaggregated by program and various student subgroups. Based on such data, the Board shall determine the need for program improvements and update the goals in the district's local control and accountability plan as necessary.

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BP 6178(d)

### CAREER TECHNICAL EDUCATION (continued)

~~(cf. 0500~~ ~~(cf. 0500~~ - Accountability)

~~(cf. 6162.5~~ ~~(cf. 6162.5~~ - Student Assessment)

~~(cf. 6162.51~~ - Standardized Testing and Reporting Program)

~~(cf. 6162.52~~ - High School Exit Examination)

~~(cf. 6190~~ ~~(cf. 6162.51~~ - State Academic Achievement Tests)

~~(cf. 6190~~ - Evaluation of the Instructional Program)

Legal Reference: (see next page)

**CAREER TECHNICAL EDUCATION (continued)**

*Legal Reference:*

EDUCATION CODE

1205-1205 *Classification of counties*

8006-8155 ~~Career technical education~~

17078.70-17078.72-8006-8155 *Career technical education*

17078.70-17078.72 *Career technical education facilities*

33430-33432-33430-33432 *Health science and medical technology grants*

35168-35168 *Inventory of equipment*

41540-41544-41540-41544 *Targeted instructional improvement block grant*

44257.3-44257.3 *CTC recognition of study in linked learning teaching methods*

44260-44260.1-44260-44260.1 *Designated subjects career technical education credential*

44260.9-44260.9 *Designated subjects career technical education credential*

48430-48430 *Legislative intent; continuation education schools and classes*

48980-48980 *Parental notifications*

51220-51229 ~~Courses of study, grades 7-12~~

51760-51769.5 ~~Work experience education~~

52300-52499.66 ~~Career technical education~~

52519-52520-51220-51229 *Courses of study, grades 7-12*

51760-51769.5 Work experience education  
52060-52077 Local control and accountability plan  
52300-52499.66 Career technical education  
52519-52520 Adult education, occupational training

53080-53084 School to career initiatives

53086-53010-53016 California Career Pathways Trust  
53070-53076.4 The California Career Technical Education Incentive Grant Program  
53086 California Career Resource Network  
54690-54699.1-54690-54699.1 California Partnership Academies  
54750-54760-54750-54760 California Partnership Academies, green technology and goods movement occupations  
56363-56363 Related services for students with disabilities; specially designed career technical education  
66205.5-66205.9-66205.5-66205.9 Approval of career technical education courses for admission to California colleges  
88500-88551-88500-88551 Community college economic and workforce development program  
GOVERNMENT CODE

54950-54963 Brown Act

54950-54963 Brown Act  
LABOR CODE  
3070-3070-3099.5 Apprenticeships  
CODE OF REGULATIONS, TITLE 5  
1635-1635 Credit for work experience education  
3051.14-3051.14 Specially designed career technical education for students with disabilities

10070-10075 Work experience education

10080-10092 Community classrooms

10100-10111-10070-10075 Work experience education  
10080-10092 Community classrooms  
10100-10111 Cooperative vocational education  
11500-11508-11500-11508 Regional occupational centers and programs  
11535-11538-11535-11538 Career technical education contracts with private postsecondary schools  
11610-11611-11610-11611 Regional adult and vocational education councils  
CODE OF REGULATIONS, TITLE 8  
200-240 Apprenticeships  
UNITED STATES CODE, TITLE 20  
2301-2414 Carl D. Perkins 2301-2414 Strengthening Career and Technical Education for the 21st Century Act of 2006  
6301-6578-6301-6578 Improving the Academic Achievement of the Disadvantaged  
CODE OF FEDERAL REGULATIONS, TITLE 34

76.730-76.731 Records related to federal grant programs

80.32 Equipment acquired with federal funds

80.42 Record retention

~~100.B-100~~ *Appendix B Guidelines for eliminating discrimination in career technical education programs*

~~104.1-104.39-104.1-104.39~~ *Section 504 of the Rehabilitation Act of 1973*

~~106.1-106.61-106.1-106.61~~ *Discrimination on the basis of sex, effectuating Title IX*

*Management Resources: (see next page)*

BP 6178(f)

## **CAREER TECHNICAL EDUCATION (continued)**

*Management Resources:*

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~~Orientation to Apprenticeship Overview, Construction Management Task Force Fact Sheet, November 2007~~

~~*A Governance Perspective: Interviews with School Board Members from the Nine Linked Learning Initiative School Districts, March 2014*~~

~~*The Linked Learning Approach to High School Reform, Governance Brief, January 2014*~~

~~CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS~~

~~*2008-2012 State Plan for California Career Technical Education Model Curriculum Standards, Grades Seven Through Twelve, January 2013*~~

~~*Multiple Pathways to Student Success: Envisioning the New California High School, 2010*~~

~~Regional Occupational Centers and Programs Operations Handbook March 2008~~

~~Model Programs and Practices: Setting Standards for Regional Occupational Centers and Programs (ROCPs), rev. October 2007~~

~~*Career Technical Education Framework for California Public Schools, Grades Seven Through Twelve, January 2007*~~

~~California Career Technical Education Model Curriculum Standards, Grades Seven Through Twelve, May 2005~~

~~Management of Vocational Education Equipment, April 2000~~

~~CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS, DIVISION OF  
APPRENTICESHIP STANDARDS PUBLICATIONS~~

~~Orientation to Apprenticeships: A Guide for Educators, January 2001~~

WEB SITES

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

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

~~Association for Career and Technical Education: <http://www.acteonline.org>~~

~~<http://www.acteonline.org>~~

California Association of Regional Occupational Centers and Programs: ~~<http://www.carocp.org>~~  
~~<http://www.carocp.org>~~

California Career Resource Network: ~~<http://www.californiacareers.info>~~  
~~<http://www.californiacareers.info>~~

California Department of Education, Career Technical Education: ~~<http://www.cde.ca.gov/ci/ct>~~  
~~<http://www.cde.ca.gov/ci/ct>~~

California Department of Employment Development: ~~<http://www.edd.ca.gov>~~ ~~<http://www.edd.ca.gov>~~

California Department of Industrial Relations: ~~<http://www.dir.ca.gov>~~ ~~<http://www.dir.ca.gov>~~

California Workforce ~~Investment~~ ~~Development~~ Board: ~~<http://www.calwia.org>~~  
~~<http://www.cwdb.ca.gov>~~

Commission on Teacher Credentialing: ~~<http://www.ctc.ca.gov>~~ ~~<http://www.ctc.ca.gov>~~

University of California, a-g Course Submissions: ~~<http://www.ucop.edu/a-gGuide/ag/>~~

~~[http://www.ucop.edu/a-gGuide/ag/course\\_submissions](http://www.ucop.edu/a-gGuide/ag/course_submissions)~~

U.S. Department of Education, Office of Vocational and Adult

Education: ~~<http://www.ed.gov/about/offices/list/ovae/pi/cte/index.html>~~

~~<http://www.ed.gov/about/offices/list/ovae/pi/cte/index.html>~~

U.S. Department of Labor, Bureau of Labor Statistics: ~~<http://www.bls.gov>~~ ~~<http://www.bls.gov>~~

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

adopted: ~~August 25, 2009 Alameda, California~~ \_\_\_\_\_ October 2018

revised: November 27, 2012



**CAREER TECHNICAL EDUCATION**

The Governing Board desires to provide a comprehensive career technical education (CTE) program in the secondary grades which integrates core academic instruction with technical and occupational instruction in order to increase student achievement, graduation rates, and readiness for postsecondary education and employment. The district's CTE program shall be designed to help students develop the academic, career, and technical skills needed to succeed in a knowledge- and skills-based economy. The program shall include a rigorous academic component and provide students with practical experience and understanding of all aspects of an industry.

*(cf. 6143 - Courses of Study)*

*(cf. 6200 - Adult Education)*

The district's CTE program shall focus on preparing students to enter current or emerging high-skill, high-wage, and/or high-demand occupations. CTE opportunities may be offered through linked learning programs, partnership academies, apprenticeship programs or orientation to apprenticeships, regional occupational centers or programs (ROC/Ps), charter schools, small learning communities, magnet programs, or other programs that expose students to career options while preparing them for future careers in a given industry or interest area.

*(cf. 0420.4 - Charter School Authorization)*

*(cf. 6178.2 - Regional Occupational Center/Program)*

The Superintendent or designee shall explore available funding sources that may be used to support CTE programs. The Board shall review and approve all district plans and applications for the use of district, state, and/or federal funds supporting CTE.

*(cf. 3230 - Federal Grant Funds)*

The Board shall adopt district standards for CTE which meet or exceed the state's model content standards and describe the essential knowledge and skills that students enrolled in these courses are expected to master. The course curriculum shall be aligned with district-adopted standards and the state's curriculum framework.

*(cf. 6011 - Academic Standards)*

*(cf. 6141 - Curriculum Development and Evaluation)*

At least every three years, the Board shall compare the district's curriculum, course content, and course sequence of CTE with the model state curriculum standards. (Education Code 52376)

The Superintendent or designee shall systematically review the district's CTE courses to determine the degree to which each course may offer an alternative means for completing and receiving credit for specific portions of the course of study prescribed by the district for high school graduation. The Board shall ensure that these classes are equivalent in content and rigor to the courses prescribed for graduation. (Education Code 52376)

*(cf. 6146.1 - High School Graduation Requirements)*  
*(cf. 6146.11 - Alternative Credits Toward Graduation)*  
*(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)*

The Superintendent or designee shall develop partnerships with local businesses and industries to ensure that course sequences, career technical and integrated curriculum, classroom instruction and projects, and assessments have real-world relevance and reflect labor market needs and priorities. He/she shall also work to develop connections with businesses, postsecondary institutions, community organizations, and/or other employers to provide students with actual or simulated work-based learning opportunities.

*(cf. 1700 - Relations Between Private Industry and the Schools)*  
*(cf. 5113.2 - Work Permits)*  
*(cf. 6178.1 - Work-Based Learning)*

The Superintendent or designee shall collaborate with postsecondary institutions to ensure that the district's program is articulated with postsecondary programs in order to provide a sequential course of study. Articulation opportunities may include dual or concurrent enrollment in community college courses.

*(cf. 6172.1 - Concurrent Enrollment in College Classes)*

The Board shall appoint a CTE advisory committee to develop recommendations on the district's CTE program and to serve as a liaison between the district and potential employers. The committee shall consist of at least one student, teacher, business representative, industry representative, school administrator, member of the general public knowledgeable about the disadvantaged, and representative of the field office of the California Employment Development Department. (Education Code 8070)

*(cf. 1220 - Citizen Advisory Committees)*

The Superintendent or designee shall inform all secondary students and their parents/guardians about the CTE experiences available in the district, CTE courses that satisfy college admission criteria, and, if applicable, CTE courses that satisfy high school graduation requirements. In addition, secondary students shall receive individualized academic counseling which provides information about academic and CTE opportunities related to the student's career goals.

*(cf. 5145.6 - Parental Notifications)*  
*(cf. 6164.2 - Guidance/Counseling Services)*

Prior to the beginning of each school year, the Superintendent or designee shall advise students, parents/guardians, employees, and the general public that all CTE opportunities are offered without regard to any actual or perceived characteristic protected from discrimination by law. The notification shall be disseminated in languages other than English as needed and shall state that the district will take steps to ensure that the lack of English language skills will not be a barrier to admission and participation in the district's CTE program. (20 USC 2354; 34 CFR 100 Appendix B, 104.8, 106.9)

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*  
*(cf. 1312.3 - Uniform Complaint Procedures)*

To the extent required by law, the Superintendent or designee shall invite the participation of private school students in CTE programs supported by federal funding under the Strengthening Career and Technical Education for the 21st Century Act (Perkins). (20 USC 2397)

The Superintendent or designee shall ensure that teachers of CTE courses possess the qualifications and credentials necessary to teach their assigned courses. He/she shall also provide teachers and administrators with professional development designed to enhance their knowledge of standards-aligned CTE and shall provide opportunities for CTE teachers to collaborate with teachers of academic courses in the development and implementation of integrated curriculum models.

(cf. 4112.2 - Certification)  
(cf. 4131 - Staff Development)  
(cf. 4331 - Staff Development)

The Superintendent or designee shall provide counselors and other guidance personnel with professional development that includes, but is not limited to, information about current workforce needs and trends, requirements of the district's CTE program, work-based learning opportunities, and postsecondary education and employment options following high school.

The Superintendent or designee shall regularly assess district needs for facilities, technologies, and equipment to increase students' access to the district's CTE program.

(cf. 0440 - District Technology Plan)  
(cf. 3440 - Inventories)  
(cf. 3512 - Equipment)  
(cf. 7110 - Facilities Master Plan)

The Superintendent or designee shall annually report to the Board achievement data on participating students, including, but not limited to, the percentage of participating students who successfully complete CTE programs, their performance on state and district academic achievement tests, and graduation rate. Data shall be disaggregated by program and various student subgroups. Based on such data, the Board shall determine the need for program improvements and update the goals in the district's local control and accountability plan as necessary.

(cf. 0500 - Accountability)  
(cf. 6162.5 - Student Assessment)  
(cf. 6162.51 - State Academic Achievement Tests)  
(cf. 6190 - Evaluation of the Instructional Program)

*Legal Reference:*

EDUCATION CODE

1205 Classification of counties  
8006-8155 Career technical education  
17078.70-17078.72 Career technical education facilities  
33430-33432 Health science and medical technology grants  
35168 Inventory of equipment  
41540-41544 Targeted instructional improvement block grant  
44257.3 CTC recognition of study in linked learning teaching methods  
44260-44260.1 Designated subjects career technical education credential  
44260.9 Designated subjects career technical education credential

48430 *Legislative intent; continuation education schools and classes*  
 48980 *Parental notifications*  
 51220-51229 *Courses of study, grades 7-12*  
 51760-51769.5 *Work experience education*  
 52060-52077 *Local control and accountability plan*  
 52300-52499.66 *Career technical education*  
 52519-52520 *Adult education, occupational training*  
 53010-53016 *California Career Pathways Trust*  
 53070-53076.4 *The California Career Technical Education Incentive Grant Program*  
 53086 *California Career Resource Network*  
 54690-54699.1 *California Partnership Academies*  
 54750-54760 *California Partnership Academies, green technology and goods movement occupations*  
 56363 *Related services for students with disabilities; specially designed career technical education*  
 66205.5-66205.9 *Approval of career technical education courses for admission to California colleges*  
 88500-88551 *Community college economic and workforce development program*  
GOVERNMENT CODE  
 54950-54963 *Brown Act*  
LABOR CODE  
 3070-3099.5 *Apprenticeships*  
CODE OF REGULATIONS, TITLE 5  
 1635 *Credit for work experience education*  
 3051.14 *Specially designed career technical education for students with disabilities*  
 10070-10075 *Work experience education*  
 10080-10092 *Community classrooms*  
 10100-10111 *Cooperative vocational education*  
 11500-11508 *Regional occupational centers and programs*  
 11535-11538 *Career technical education contracts with private postsecondary schools*  
 11610-11611 *Regional adult and vocational education councils*  
CODE OF REGULATIONS, TITLE 8  
 200-240 *Apprenticeships*  
UNITED STATES CODE, TITLE 20  
 2301-2414 *Strengthening Career and Technical Education for the 21st Century Act*  
 6301-6578 *Improving the Academic Achievement of the Disadvantaged*  
CODE OF FEDERAL REGULATIONS, TITLE 34  
 100 *Appendix B Guidelines for eliminating discrimination in career technical education programs*  
 104.1-104.39 *Section 504 of the Rehabilitation Act of 1973*  
 106.1-106.61 *Discrimination on the basis of sex, effectuating Title IX*

#### *Management Resources:*

##### CSBA PUBLICATIONS

*A Governance Perspective: Interviews with School Board Members from the Nine Linked Learning Initiative School Districts, March 2014*

*The Linked Learning Approach to High School Reform, Governance Brief, January 2014*

##### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*California Career Technical Education Model Curriculum Standards, Grades Seven Through Twelve, January 2013*

*Multiple Pathways to Student Success: Envisioning the New California High School, 2010*

*Career Technical Education Framework for California Public Schools, Grades Seven Through Twelve, January 2007*

##### WEB SITES

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

Association for Career and Technical Education: <http://www.acteonline.org>

California Association of Regional Occupational Centers and Programs: <http://www.carocp.org>

California Career Resource Network: <http://www.californiacareers.info>

California Department of Education, Career Technical Education: <http://www.cde.ca.gov/ci/ct>

California Department of Employment Development: <http://www.edd.ca.gov>

California Department of Industrial Relations: <http://www.dir.ca.gov>

California Workforce Development Board: <http://www.cwdb.ca.gov>

*Commission on Teacher Credentialing: <http://www.ctc.ca.gov>*  
*University of California, a-g Course Submissions: [http://www.ucop.edu/a-gGuide/ag/course\\_submissions](http://www.ucop.edu/a-gGuide/ag/course_submissions)*  
*U.S. Department of Education, Office of Vocational and Adult Education: <http://www.ed.gov/about/offices/list/ovae/pi/cte/index.html>*  
*U.S. Department of Labor, Bureau of Labor Statistics: <http://www.bls.gov>*

Policy ALAMEDA UNIFIED SCHOOL DISTRICT

adopted: August 25, 2009 Alameda, California

revised: November 27, 2012

updated:

**Evaluation Of**

**EVALUATION OF THE INSTRUCTIONAL PROGRAM**

The **~~Instructional Program~~**—

~~The~~Governing Board ~~of Education~~ recognizes that it is accountable to students, parents/guardians, and the community for the effectiveness of the district's educational program in meeting district goals for student learning. The Superintendent or designee shall conduct a continual evaluation of the curriculum and the instructional program in order to ~~improve~~identify strategies for improving student achievement.

*(cf. 0200 - Goals for the School District)*

*(cf. 0500 - Accountability)*

*(cf. 6000 - Concepts and Roles)*

*(cf. 6141 - Curriculum Development and Evaluation)*

*(cf. 6161.1 - Selection and Evaluation of Instructional Materials)*

The Superintendent or designee shall provide the Board and the community with regular reports on student ~~progress toward Board established standards of expected achievement at each grade level in each area of study. In addition, he/she. The reports~~ shall ~~evaluate and report~~include data for each district school and for ~~every~~each numerically significant ~~student~~ subgroup ~~of the student population, as defined in Education Code 52052,~~ including, but not limited to, school and subgroup performance on statewide achievement indicators ~~and progress toward goals specified in the district's local control and accountability plan (LCAP).~~

*(cf. 0460 - Local Control and Accountability Plan)*

*(cf. 0510 - School Accountability Report Card)*

*(cf. 6011 - Academic Standards)*

*(cf. 6162.5 - Student Assessment)*

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

*(cf. 6173 - Education for Homeless Children)*

*(cf. 6173.1 - Education for Foster Youth)*

*(cf. 6174 - Education for English Learners)*

In addition, the Superintendent or designee shall conduct an evaluation of any new instructional program implemented in the district and shall regularly assess district progress toward increasing student achievement in all subject areas taught in the district. The findings of such evaluations and assessments shall be reported to the Board.

Based on these reports, the Board shall take appropriate actions to maintain the effectiveness of programs and to improve the quality of education ~~that~~provided to district students ~~receive~~.

**~~Categorical Program Monitoring~~**

~~The Superintendent or designee shall cooperate with the California Department of Education (CDE) in the categorical program monitoring process to ensure that district categorical programs comply with federal and state laws and regulations. The Superintendent or designee shall report to the Board regarding the results of this monitoring process.~~

~~On an ongoing basis, the Superintendent or designee shall conduct a district self-evaluation which may utilize tools developed by the district or the CDE to ensure compliance of district categorical programs with legal requirements.~~

### **Annual Evaluation of Consolidated Categorical Application Programs**

The ~~Board and the~~ Superintendent or designee ~~and the Board~~ shall annually determine whether the district's categorical programs funded through the state's consolidated application are ~~supportive of the core curriculum and are~~ effective in meeting the needs of the students they are intended to serve. As a basis for this evaluation, the Superintendent or designee shall recommend for Board approval the specific, measurable criteria that shall be used at each school and at the district level. These criteria ~~shall may~~ include, but are not necessarily ~~be~~ limited to, the progress of all students participating in the program and of each numerically significant subgroup toward goals contained in the district's LCAP, the school's single plan for student achievement ~~and progress of the total student population, and each numerically significant subgroup toward growth targets on the statewide Academic Performance Index/or other applicable district or school plans.~~

BP 6190(b)

### **EVALUATION OF THE INSTRUCTIONAL PROGRAM (continued)**

#### **Western Association of Schools and Colleges (WASC) Accreditation**

The Board believes that accreditation by the Western Association of Schools and Colleges (WASC) can foster excellence and ongoing academic improvement in the district's schools. The results of the accreditation process also may demonstrate to parents/guardians and the community that the schools are meeting their goals and objectives and the WASC criteria for school effectiveness through a viable instructional program.

The Superintendent or designee shall undertake procedures whereby district schools may achieve and maintain full WASC accreditation status. The schools shall conduct a self-study in accordance with WASC requirements, cooperate with the WASC committee during a site visit, and develop and review action plans to increase the effectiveness of the instructional program for students. The Superintendent or designee shall regularly report to the Board on the status of district schools and any WASC recommendations for school improvement.

~~The~~

Not later than 60 days after receiving the results of anyan inspection of a school by WASC, or any other the accrediting agency, the Superintendent or designee shall be published not later than 60 days after the results are made available to the school. Publication shall be by notifying each parent/guardian notify parents/guardians in writing of the inspection results and/or by postingshall post the information on the district's or school's web site, as determined by the Superintendent or designee. (Education Code ~~35178.4~~) 35178.4)

*(cf. 1113 - District and School Web Sites)*

*(cf. 5145.6 - Parental Notifications)*

If any district school loses its accreditation status, the Board shall give official notice at a regularly scheduled Board meeting. The Superintendent or designee shall provide written notification to each parent/guardian of a student in the school that the school has lost its accreditation status, including the potential consequences of the loss of accreditation status. This notice shall also be posted on the district's web site and the school's web site. (~~Education Code 35178.4~~) (Education Code 35178.4)

Legal Reference: (see next page)

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BP 6190(c)

## **EVALUATION OF THE INSTRUCTIONAL PROGRAM (continued)**

*Legal Reference:*

EDUCATION CODE

~~33400-33407~~ Educational evaluations

~~35178.4-33400-33407~~ Educational evaluations

~~35178.4~~ Notice of accreditation status

~~44662-44662~~ Evaluation and assessment guidelines, certificated employee performance

~~48985-48985~~ Compliance with translation of parental notifications

~~51041-51041~~ Education program, evaluation and revisions

~~51226-51226~~ Model curriculum standards

~~52050-52059~~ Public Schools Accountability Act

~~54650-54659~~ Education Improvement Incentive Program

~~62005.5-52052~~ Accountability; numerically significant student subgroups

~~52060-52077~~ Local control and accountability plan

~~62005.5~~ Failure to comply with purposes of funds

~~64000-64001-64000-64001~~ Consolidated application process

CODE OF REGULATIONS, TITLE 5

~~3930-3937~~ Program requirements



~~3942-3930-3937~~ Program requirements  
~~3942~~ Continuity of funding  
UNITED STATES CODE, TITLE 20

~~6311 Adequate yearly progress~~

~~6311 State plans~~

Management Resources:

~~CSBA~~ WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES PUBLICATIONS

~~Maximizing School Board Leadership: Curriculum, 1996~~

~~CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS~~

~~Ongoing Program Self-Evaluation Tools (OPSET)~~

~~Categorical Program Monitoring Instruments~~

~~Focus on Learning: Joint ACS WASC/CDE Process Guide, 2017~~  
~~WEB SITES~~

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

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

~~California Department of Education, Testing and Accountability: <http://www.cde.ca.gov/ta>~~  
~~<http://www.cde.ca.gov>~~

~~Western Association of Schools and Colleges (WASC), Accrediting Commission for~~  
~~Schools: <http://www.acswasc.org> <http://www.acswasc.org>~~

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

adopted: ~~June 12, 2007 Alameda, California~~

October 2018

~~revised: August 25, 2009~~

**EVALUATION OF THE INSTRUCTIONAL PROGRAM**

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*(cf. 0200 - Goals for the School District)*  
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*(cf. 0460 - Local Control and Accountability Plan)*  
*(cf. 0510 - School Accountability Report Card)*  
*(cf. 6011 - Academic Standards)*  
*(cf. 6162.5 - Student Assessment)*  
*(cf. 6162.51 - State Academic Achievement Tests)*  
*(cf. 6173 - Education for Homeless Children)*  
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Not later than 60 days after receiving the results of an inspection of a school by WASC or any other accrediting agency, the Superintendent or designee shall notify parents/guardians in writing of the inspection results and/or shall post the information on the district's or school's web site. (Education Code 35178.4)

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### *Legal Reference:*

#### EDUCATION CODE

33400-33407 Educational evaluations

35178.4 Notice of accreditation status

44662 Evaluation and assessment guidelines, certificated employee performance

48985 Compliance with translation of parental notifications

51041 Education program, evaluation and revisions

51226 Model curriculum standards

52052 Accountability; numerically significant student subgroups

52060-52077 Local control and accountability plan

62005.5 Failure to comply with purposes of funds

64000-64001 Consolidated application process

#### CODE OF REGULATIONS, TITLE 5

3930-3937 Program requirements

3942 Continuity of funding

#### UNITED STATES CODE, TITLE 20

6311 State plans

### *Management Resources:*

#### WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES PUBLICATIONS

Focus on Learning: Joint ACS WASC/CDE Process Guide, 2017

#### WEB SITES

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

*California Department of Education: <http://www.cde.ca.gov>*

*Western Association of Schools and Colleges (WASC), Accrediting Commission for Schools:  
<http://www.acswasc.org>*

Policy ALAMEDA UNIFIED SCHOOL DISTRICT

adopted: June 12, 2007 Alameda, California

revised: August 25, 2009