

SHANDON JOINT UNIFIED SCHOOL DISTRICT
Regular Board Meeting Agenda
October 6, 2020

Time: 6:30PM. – Closed Session 7:00PM Open Session;
Location: Shandon High School- Gym

Per Government Code 54953.5, this Open Session Meeting of the Board may be recorded with an audio or video recorder, which recording shall be subject to inspection pursuant to the California Public Records Act, at the SJUSD District Office. This recording may be erased or destroyed after 30 days of the recording.

This Meeting is being held pursuant to Executive Order N-25-20 issued by California Governor Gavin Newsom on March 12, 2020. Any or all board members may attend the meeting by phone without advance notice. If you are unable to attend this meeting due to COVID-19 sheltering in place and wish to have your public comment read to the audience, you may send your comment to mail to: ggavilanes@shandonschools.org. Please limit your comment to no longer than three minutes in length. A link to participate in a zoom meeting will also be made available on the District's website ahead of the meeting on Tuesday, October 6, 2020.

1.0 OPEN SESSION

- 1.1 Call to Order and Roll Call**
Marlene Thomason, President
Jennifer Moe
Robert Van Parlet
Nataly Ramirez
Flint Speer

- 1.2 Public Comment Limited to Closed Session Items**

The opportunity is provided to allow the public to comment for a period of up to three (3) minutes prior to the Board's consideration of any closed session agenda item. An additional opportunity is provided later in the agenda for comment on open session agenda items or items not on the agenda. [G.C. § 54954.3]

2.0 CLOSED SESSION

- 2.1 Conference with Labor Negotiators (G.C. 54957.6)-**
Agency Designated Representative: Dr. Kristina Benson
- 2.2 Review and Possible Action on Appointment, Employment, Discipline, Resignation and Dismissal of District Employee(s) Pursuant to Government Code § 54957, Public Employment**
- 2.3 Student Interdistrict Transfer 2020-21-05**
- 2.4**

3.0 RECONVENE SESSION / PLEDGE OF ALLEGIANCE TO THE FLAG

4.0 REPORT ON ACTION FROM CLOSED SESSION

5.0 ADOPTION OF AGENDA

6.0 PUBLIC COMMENT

- 6.1 PUBLIC COMMENT**

Comments from the public are limited to items both within the Board's jurisdiction, as well as not on the agenda. The Board may limit public comments to not more than three (3) minutes per person or a total of 20 minutes per topic at the discretion of the Board President. Public comment will also be allowed on each specific agenda item prior to Board action thereon. [G.C. § 54954.2, .EC. § 35145.5, BB 9323]

7.0 REPORTS FROM SCHOOL RELATED GROUPS (oral)

- 7.1 Student Body Reports**
- 7.2 Staff Reports**
- 7.3 Bargaining Representative Report**
- 7.4 Board Report**

8.0 INFORMATION/PRESENTATION ITEMS

- 8.1 SJUSD Enrollment Report**
- 8.2 Cafeteria Report**
- 8.3 Shandon Elementary School Report**

8.4 Special Education Report

8.5 Superintendent's Report

- Developer Fees
- Special Education Plan- Disproportionality

9.0 APPROVAL OF CONSENT AGENDA

(Unless the Board pulls an item for separate action, the items listed below are approved without discussion.)

- 9.1 Approval of the Minutes of September 15, 2020 Board Meeting
- 9.2 Approval of Warrants and Payroll for September 2020
- 9.3 Approval of Ratification of the Personnel Action Report
- 9.4 Approval of the Budget Report
- 9.5 Approval of the Student Body Funds
- 9.6 Quarterly Report of Williams Uniform Complaints
- 9.7 BP 3555 Nutrition Program Compliance
- 9.8 E 3555 Nutrition Program Compliance
- 9.9 BP 6142.7 Physical Education and Activity
- 9.10 BP 6159 Individualized Education Program
- 9.11 BP 6159.1 Procedural Safeguard for Special Education
- 9.12 BP 6159.2 Nonpublic, Nonsectarian School and Agency Services for Special Education
- 9.13 MOU Between SLOCOE and SLO Co LEA and Shandon Joint Unified School District

10.0 DISCUSSION/ACTION ITEM

- 10.1 Discussion and Approval of Development Fee Report and Five-Year Development Fee Summary**
-Districts collecting development fees must make an annual accounting of those fees available to the public.
- 10.2 Discussion and Approval of District Wide Safe School Plan 2020-21**
-Districts are required to develop a District-Wide Safe School Plan designed to prevent or minimize the effects of serious violent incidents and emergencies.

11.0 BOARD POLICIES FIRST READINGS

- 11.1 BP 0430 Comprehensive Local Plan for Special Education**
-Policy updated to reflect the requirement that the Special Education Local Plan Area (SELPA) submit its local plan to the county office of education and/or Superintendent of Public Instruction and the requirement, beginning July 1, 2020, to review the plan every three years.
- 11.2 BP 1312.3 Uniform Complaint Procedures**
-Policy updated to add medical condition as a characteristic that is protected from discrimination, etc.
- 11.3 Exhibit 1312.3 Uniform Complaint Procedures**
-New Exhibit presents a sample notice, formerly in E(3) 1312.4 Williams Uniform Complaint Procedures, regarding health and safety standards in license-exempt CSPP programs.
- 11.4 Exhibit 1312.4 Williams Uniform Complaint Procedures**
-E(3) 1312.4 deleted-exhibit presenting example of classroom notice for CSPP health and safety complaints moved to E(1) 1312.3-Uniform Complaint Procedures, consistent with CDE's Federal Program Monitoring instruments. E(4)1312.4 deleted- exhibit presenting a sample complaint form for CSPP health and safety complaints moved to E(2) 1312.3 Uniform Complaint Procedures, consistent with CDE's Federal Program Monitoring instrument.
- 11.5 BP 3471 Parcel Taxes**
-New policy addresses the major requirements of levying, with voter approval, a parcel tax on real property which may be used by the district for any purpose specified in the ballot statement.
- 11.6 BP 3551 Food Service Operations/Cafeteria Fund**
-Policy updated to reflect new law which provides that students with unpaid meal fees must not be denied a reimbursable meal of their choice, eliminating the possibility that any student is required to receive an alternate meal.

11.7 BP 4112.2 Certification

-Policy updated to clarify the hiring hierarchy if the district is unable to hire a person who possesses a clear or preliminary credential, including one who is approved for a limited assignment option.

11.8 BP 5141.52 Suicide Prevention

-Policy updated to reflect new law which mandated age-appropriate policy on suicide prevention, and postvention for students in grades K-6.

11.9 BP 5144.1 Suspension and Expulsion/Due Process

-Policy updated to reflect new law which prohibits districts from suspending students in grades 4-8 for disrupting school activities or willfully defying the authority of school personnel.

11.10 BP 6020 Parent Involvement

-Policy updated to reflect the requirements to work with parents/guardians and family members to jointly develop the district's parent involvement policy and to include strategies for family engagement in the LACP.

11.11 BP 6172.1 Concurrent Enrollment In College Classes

-Policy updated to include exceptions in determining the five percent enrollment cap on the number of students at each grade level who may be recommended for community college summer session.

12.0 FUTURE AGENDA ITEM REQUESTS

13.0 ANNOUNCEMENTS

The next regular meeting of the Board of Trustees is scheduled for November 10, 2020 at
Shandon High School, Closed Session at 6:30 PM, Open/Regular Session at 7:00 PM

14.0 ADJOURNMENT

"Due to public health directives relating to the COVID-19 pandemic, any materials required by law to be made available to the public prior to or during a meeting of the Board of Trustees of the District can be accessed on the District's website: www.shandonschools.org
In compliance with the Americans with Disabilities Act, if you need special assistance to access or participate in a meeting of the Board of Trustees, including auxiliary aids or services, please contact the District Office at 805-238-0286. Notification of at least 48 hours prior to the meeting will assist the staff in assuring that reasonable accommodations may be made.

OFFICIAL AGENDA POSTED AT THE DISTRICT OFFICE/SHANDON HIGH SCHOOL

Shandon Joint Unified School District Monthly Enrollment

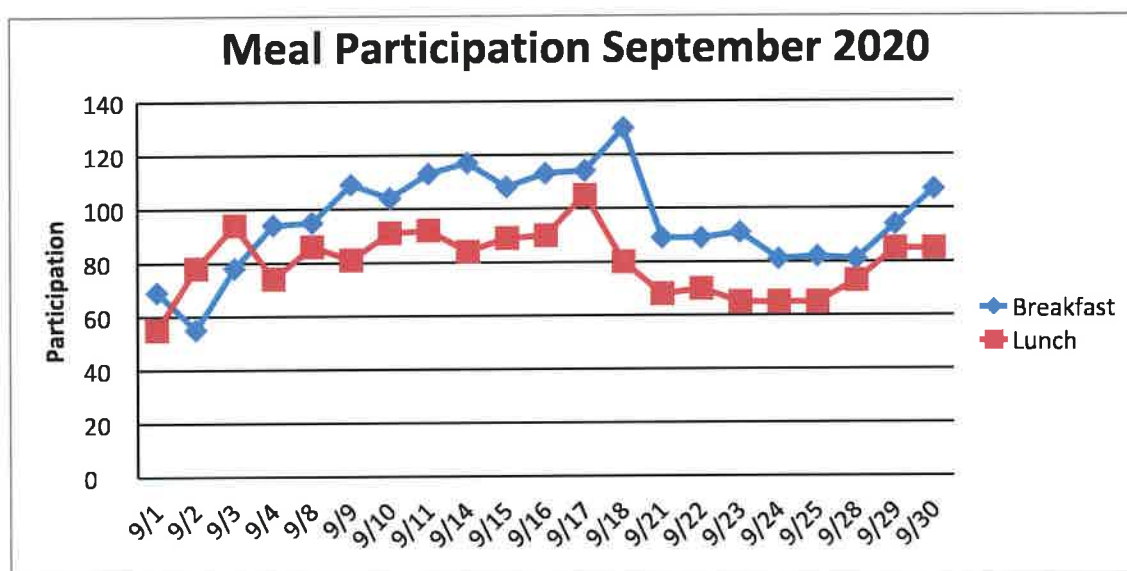
2020-21 SCHOOL YEAR

8.1

School	Grade of Class	Female	Male	September Enrollment 2020	August Enrollment 2020
Parkfield	Kdgn	1	1	2	2
	1st	0	1	1	1
	2nd	1	1	2	2
	3rd	0	0	0	0
	4th	0	0	0	0
	5th	1	0	1	1
	6th	0	0	0	0
Parkfield Totals	6	3	3	6	6
Shandon Elem.	Transitional K	2	5	7	2
	Kdgn	5	6	11	11
	1st	10	5	15	16
	2nd	7	10	17	17
	3rd	6	12	18	18
	4th	15	10	25	26
	5th	10	10	20	20
	6th	13	13	26	26
	7th	13	15	28	27
	8th	9	14	23	23
SES Total	190	90	100	190	186
Shandon High School	9th	11	9	20	20
	10th	17	6	23	24
	11th	12	8	20	19
	12th	7	14	21	20
SHS Total	84	47	37	84	83
Ind. Study	1	1	0	1	1
Home Hospital	0	0	0	0	0
NPS Students	0	0	0	0	0
Total Miscellaneous		1	0	1	1
TOTAL ENROLLMENT		141	140	281	276
			diff	5	

Last month we received an award of excellence from the San Luis Obispo County Health Department for our outstanding food safety and sanitation procedures. I am so proud of my staff and their hard work keeping everything clean, sanitary, and especially safe during COVID-19.

Our meal participation numbers have remained low during COVID-19 distance learning. The Graph below represents the daily meal counts for September. The highest serving day was Thursday September 17. Thursdays were typically higher due to the availability of the BerryMan Boxes that were donated. Each produce box contained several servings of fresh fruit and vegetables. Unfortunately their grant ended and they were not able to receive a new one. Our



families (and staff) were very grateful for the produce boxes and hope they continue when funding is back. Breakfast participation numbers are higher than lunch participation due to the Boys & Girls Club offering breakfast to all of their students; not all of them who eat breakfast eat lunch.

The charts below compare August and September 2019 vs 2020 district total breakfast, lunch, and snack participation. Although the comparison is pretty drastic between the two school years, I want to advocate the safety of our staff and students first before we consider going back to “normal” and having all students back on campus.

2019	13 days in the month			20 days in the month		
Lunch	August Lunch	August Breakfast	August Snack	Sept Lunch	Sept BF	Sept Snack
District total	1885	2419	475	4119	4199	981
Ave/day	145	186	37	206	210	49

2020	8 days in the month			21 days in the month		
Lunch	August Lunch	August Breakfast	August Snack	Sept Lunch	Sept BF	Sept Snack
District total	514	516	160	1675	2013	454
Ave/day	64	65	20	80	96	22

8.3

Board Report for October 2020
Shandon Elementary & Parkfield Elementary

Boys and Girls Club

The Boys and Girls Club has expanded their hours of operations and are now serving students from 7:30am-5:30pm. They currently have 28 students enrolled and are actively recruiting new staff members to expand their program to another 14 students.

Progress Reports

K-5 progress reports will be mailed home on October 12th. Teachers will be conducting parent/teacher conferences via zoom on October 13th, 14th, 15th.

Middle School progress reports were mailed out the week of September 21st. There was an exceptionally high number of students who received at least one F at this first progress reporting period (47 students). Middle School staff have established cohorts and afternoon ZOOM sessions to address student performance and learning gaps.

Fundraising

We have once again partnered with Grocery Outlet of Paso Robles. Shandon Elementary earns 5% of every purchase (excluding alcohol) when families present their reward card at checkout. New cards are now available and are being mailed to families along with progress reports.

Assessing Learning Loss

All K-5th grade reading fluency and comprehension assessments have been completed through Fountas and Pinnell running records. Running Record data reveals an 18% learning loss in regards to reading since the school closure in March.

To further evaluate learning loss, teachers have begun conducting iReady assessments in Math and ELA. On October 19th we will have our second iReady training where we will analyze our student data and plan for intervention. For optimal results, students will participate in iReady reading and math intervention lessons for 40 per week per subject.

Prepared and Submitted by Shannon Kepins



8.4

Report to School Board of Shandon Joint Unified School District Special Education Department October, 2020

Staffing Changes: None

Current students receiving special education services: 47 +2 served in Regional/private programs and 1 pending preschool student

- TK - 5th grade: 24 IEPs + 3 504 Plans
- 6th - 12th grade: 23 IEPs + 7 504 Plans

Students receiving only speech therapy service: 7

Students of residence being served outside of Shandon School District: 2

Staff: special education teachers: Note: all teachers are completing internships at present.

- 7-12th grade - Lindsey Melindy
- SDC Classroom - Jill Smith
- TK-6th grade - Katie Herndon

Classified Paraeducators supporting special education: 7

- 9-12th grades: Cassandra Uzeta, Enrique Ramirez, Yesenia Mercado
- TK -8th grades: Jenni Valdez, Martha Soto, Sunshine Wright, Michele Felder, Danielle Lambert
- Substitutes: Sheryl Easterbrook

Service Specialists providing special education services: 5

- Occupational Therapist: Jeanette Daily (1 day/week) - serves 5 students
- Speech Pathologist: Tracy White (3 days/week) - serves 30 students
- School Psychologist: Andy Needles (4 days/week) - serves District through student assessment, individual counseling and facilitating most IEP meetings.
- Casemis Operator: Jean DeClue, Templeton USD
- SELPA support (new SPED teacher supervision by Tricia Lomino)

Prepared and Submitted by: Andy Needles, Special Education Coordinator

SHANDON JOINT UNIFIED SCHOOL DISTRICT
Regular Board Meeting Minutes
September 15, 2020

9.1

1.0 OPEN SESSION

1.1 Board President Thomason called the meeting to order at 6:30PM

*Members Present: Marlene Thomason, President; Jennifer Moe; Robert Parlet; Nataly Ramirez; Flint Speer
Staff Present: Dr. Kristina Benson, Superintendent*

1.2 Public Comment Limited to Closed Session Items

There were no request to address the Governing Board on closed session items.

The Board adjourned to closed session at 6:31PM

2.0 CLOSED SESSION

2.1 Conference with Labor Negotiators (G.C. 54957.6)-

Agency Designated Representative: Dr. Kristina Benson

2.2 Review and Possible Action on Appointment, Employment, Discipline, Resignation and
Dismissal of District Employee(s) Pursuant to Government Code§ 54957, Public Employment

Board President Thomason adjourned closed session at 6:49PM

3.0 RECONVENE SESSION / PLEDGE OF ALLEGIANCE TO THE FLAG

The Board President Thomason reconvened the meeting to open session at 7:07PM and Board member Parlet led the pledge of allegiance

4.0 REPORT ON ACTION FROM CLOSED SESSION

5.0 ADOPTION OF AGENDA

A motion passed to adopt the agenda moving item 8.1 Superintendent report to after the public comment (Moe/Parlet) roll call vote; Moe, Speer, Thomason, Ramirez, and Parlet voted aye.

6.0 PUBLIC COMMENT

6.1 PUBLIC COMMENT- *There were no request for public comment.*

8.1 Superintendent's Report- *Dr. Benson reported that Dale Scott wanted to share some information with the Board. Dale Scott reported that no arguments against the bond were filed and that the deadline for submitting an argument against had already passed. Dale also said that the district will receive a letter, FAQ, and other information to mail to every household registered voter in the district. The district is responsible to pay for this. Ms. Moe asked if the information is in Spanish and Dale Scott said he will send it to us in Spanish too. The districts phone number was added to the information documents in case anybody has any questions. Mr. Parlet asked if it is clear on the ballot that the taxes amount will not increase and Dale Scott said it will be clear that it will not increase the taxes. Dr. Benson added to the report that the small cohort groups have started at SHS.*

7.0 REPORTS FROM SCHOOL RELATED GROUPS (oral)

7.1 Student Body Reports-*There were no reports*

7.2 Staff Reports- *Mrs. Kepins reported that cohorts started for SMS and PES with a total of 63 students and SHS with a total of 30.*

7.3 Bargaining Representative Report

7.4 Board Report

9.0 APPROVAL OF CONSENT AGENDA

A motion passed to adopt the consent agenda (Moe/Speer) roll call vote Moe, Speer, Thomason, Ramirez, and Parlet voted aye.

10.0 DISCUSSION/ACTION ITEM

10.1 A motion passed to approve the Learning Continuity Plan (LCP) (Moe/Speer) roll call vote Moe, Speer, Thomason, Ramirez, and Parlet voted aye.

11.0 BOARD POLICIES FIRST READING

A motion passed to approve the proposed revisions to items 11.1-11.6 (Moe/Speer) roll call vote Moe, Speer, Thomason, Ramirez, and Parlet voted aye.

12.0 FUTURE AGENDA ITEM REQUESTS

13.0 ANNOUNCEMENTS

The next regular meeting of the Board of Trustees is scheduled for October 6, 2020 at
Shandon High School, Closed Session at 6:30 PM, Open/Regular Session at 7:00 PM

14.0 ADJOURNMENT

A motion passed to adjourn the meeting at 7:45PM (Moe/Ramirez) roll call vote Moe, Speer, Thomason, Ramirez, and Parlet voted aye.

Marlene Thomason, Board President

Or

Dr. Kristina Benson, Board Secretary

SHANDON JOINT UNIFIED SCHOOL DISTRICT

9.2

Regular Meeting of the Board of Trustees

MEETING DATE: October 6, 2020

AGENDA ITEM TITLE:

Approval of Warrants and Payroll for September 2020

PREPARED BY:

Sadie Howard

AGENDA SECTION:

☐ Reports ☒ Consent ☐ Action ☐ First Reading ☐ Information ☐ Resolution

SUMMARY:Warrant Approvals:

Below is the warrant approval listing for the Board's approval. The single grand total provided in the report is broken into individual fund subtotals below:

Batch #08-11

General Fund (01)	\$121,743.47
Food Service/Cafeteria Fund (13)	\$20,812.57

TOTAL WARRANT APPROVALS***\$142,556.04***

Payroll Warrant Approval:

Payroll warrants are issued to district employees on the tenth and last day of each month. The total shown below includes the actual end-of-month and/or mid-month payroll for the current month.

Sept. 10 th	\$882.86
Sept. 30 th	\$212,975.29

TOTAL***\$213,858.15***

RECOMMENDED ACTION:

Approve Accounts Payable and Payroll warrants

VENDOR NAME	FUND : 01 DESCRIPTION	GENERAL FUND EXTENDED DESCRIPTION	AMOUNT	INVOICE DATE
AMERIPRIDE UNIFORM SERVICES	INV#1502675262,T	CUSTODIAL/CAFE TOWELS	95.87	09/22/2020
AMERIPRIDE UNIFORM SERVICES	INV#1502667532,T	CUSTODIAL/CAFE TOWELS	95.87	09/09/2020
AMERIPRIDE UNIFORM SERVICES	INV#1502628888,T	CUSTODIAL/CAFE TOWELS	96.91	09/09/2020
AMERIPRIDE UNIFORM SERVICES	INV#1502659908,T	CUSTODIAL/CAFE TOWELS	95.87	08/28/2020
AT&T	BAN#9391001883,P	2020/2021 AT&T BILL	278.71	09/21/2020
BIG BRAND TIRE AND SERVICE	INV#11850723,201		61.15	09/09/2020
BIG BRAND TIRE AND SERVICE	INV#11850719,YUK		61.15	09/09/2020
BOYS & GIRLS CLUBS OF MID	INV#2020-09,20%	2020/2021 BOYS AND GIRLS CLUB	4,500.00	09/01/2020
BOYS & GIRLS CLUBS OF MID	INV#2020-09,20%	2020/2021 BOYS AND GIRLS CLUB	4,500.00	09/01/2020
BREZDEN PEST CONTROL	INV#372575,H.S.M	PEST CONTROL	430.00	09/22/2020
BREZDEN PEST CONTROL	INV#369197,ELEM,	PEST CONTROL	430.00	09/09/2020
CENTURY LINK	INV#150238328,PH	VOP PHONE BILL	221.04	09/09/2020
CIF SOUTHERN SECTION	INV#4872,GIRLS B		75.00	09/14/2020
CIF SOUTHERN SECTION	INV#4872,VOLLEYB		75.00	09/14/2020
CIF SOUTHERN SECTION	INV#4872,BOYS BB		75.00	09/14/2020
CIF SOUTHERN SECTION	INV#4872,CROSS C		75.00	09/14/2020
CIF STATE DUES	INV#5089,2020/21		73.92	09/15/2020
CULLIGAN WATER	INV#SM-01-823369	DRINKING WATER	51.52	09/09/2020
CULLIGAN WATER	INV#SM-01-823351	DRINKING WATER	130.71	09/09/2020
NPS INVOICE	SEPT.2020 INVOIC	NPS MONTHLY INVOICES	6,500.00	09/01/2020
DIAZ, STEPHANIE	REIMB.CLASSROOM		121.15	08/28/2020
DWK ATTORNEYS AT LAW	INV#250848,2020		174.00	08/28/2020
FARM SUPPLY COMPANY	INV#202299,ALL S		257.37	09/09/2020
FARM SUPPLY COMPANY	INV#202297,ALL S		343.16	09/09/2020
FRONTIER COMMUNICATIONS	ACC#805463233105	PRKFELD PHONE BILL	62.97	09/22/2020
HERNDON, KATHLEEN	REIMB.CLASSROOM		48.46	09/21/2020
HERNDON, KATHLEEN	REIMB.CLASSROOM		33.37	08/28/2020
HURL, KAYLA	FOUND LOST TEXT		80.00	09/15/2020
HURLEY, PATRICIA	REIMB.CLASSROOM		35.00	09/15/2020
HURLEY, PATRICIA	REIMB.CLASSROOM		89.15	08/31/2020
J.B.DEWAR INC.	INV#121268	TRANSP.FUEL AND GAS	431.45	09/15/2020
LOWE'S BUSINESS ACCT/GEMB	ACC#6675,OFFICE		93.14	09/09/2020
LOWE'S BUSINESS ACCT/GEMB	ACC#6675,MOT SUP		253.82	09/09/2020
LOWE'S BUSINESS ACCT/GEMB	ACC#6675,GROUNDS		77.68	09/09/2020
MCGRAW-HILL EDUCATION	CLOSE	HISTORY AND SPANISH BOOKS	0.00	09/21/2020
MCGRAW-HILL EDUCATION	INV#113754637001	HISTORY AND SPANISH BOOKS	3,732.51	09/21/2020
MCGRAW-HILL EDUCATION	INV#114174569001	M.S.MATH BOOKS	153.21	09/22/2020
MCGRAW-HILL EDUCATION	INV#113754637001		1,810.05	09/21/2020
MCGRAW-HILL EDUCATION	INV#114020059001	ALEKS SEATS	3,054.90	09/01/2020
MEP PLUMBING CONTRACTORS	INV#9342,REPAID		1,070.00	09/09/2020
OFFICE DEPOT	INV#120959101001	ELEM SCHOOL SUPPLIES	128.68	09/14/2020
OFFICE DEPOT	INV#120965764001	ELEM SCHOOL SUPPLIES	11.04	09/14/2020
OFFICE DEPOT	INV#123758032001	ELEM SCHOOL SUPPLIES	24.13	09/22/2020
OFFICE DEPOT	INV#123757690001	ELEM SCHOOL SUPPLIES	36.19	09/22/2020
OFFICE DEPOT	INV#114894599001	H.S./ELEM SCH. PAPER	160.82	08/28/2020
OFFICE DEPOT	INV#114875729001	HIGH SCHOOL SUPPLIES	11.35	08/28/2020
OFFICE DEPOT	INV#118339895001	ELEM SCHOOL SUPPLIES	67.96	08/28/2020
PACIFIC GAS & ELECTRIC COMPANY	ACC#00285119533,	PG&E BILLS	12.28	09/21/2020

VENDOR NAME	FUND : 01 DESCRIPTION	GENERAL FUND EXTENDED DESCRIPTION	AMOUNT	INVOICE DATE
PACIFIC GAS & ELECTRIC COMPANY	ACC#57621613900,	PG&E BILLS	9,228.27	09/09/2020
PACIFIC GAS & ELECTRIC COMPANY	ACC#6230961798-3	PG&E BILLS	542.90	08/31/2020
PACIFIC GAS & ELECTRIC COMPANY	ACC#2779319531-7	PG&E BILLS	125.19	08/31/2020
PACIFIC GAS & ELECTRIC COMPANY	ACC#6978927856-6	PG&E BILLS	107.34	08/28/2020
PACIFIC GAS & ELECTRIC COMPANY	ACC#17795275407,	PG&E BILLS	239.76	08/28/2020
PACIFIC GAS & ELECTRIC COMPANY	ACC#3644187859-6	PG&E BILLS	179.78	08/28/2020
PACIFIC GAS & ELECTRIC COMPANY	ACC#57621613900,	PG&E BILLS	167.63	09/09/2020
PASO ROBLES HEATING & AIR	INV#366806,H.S.O	HEATING/AC MAINT AND REPAIRS	268.00	08/28/2020
PROCARE JANITORIAL SUPPLY INC.	INV#133107,CUSTO		2,063.11	09/22/2020
PROCARE JANITORIAL SUPPLY INC.	INV#133107,CUSTO		2,063.11	09/09/2020
RANCH WIFI	INV#37664,PRKFLD	PARKFILED INTERNET	140.00	09/15/2020
RAY MORGAN COMPANY	INV#3055934,COPI	COPIER STAPLES	284.21	09/01/2020
SAN LUIS OBISPO COUNTY OFFICE	20/21 BOARD MEME	BOARD MEMBER FEES	250.00	09/02/2020
SAN MIGUEL GRABAGE	ACC#318244,SEPT.	TRASH BILL	1,044.50	09/09/2020
SCHOLASTIC MAGAZINES	INV#M6973075,202	SCOPE MAGAZINES	131.87	09/22/2020
SCHOOL FACILITY CONSULTANTS	INV#0015386,JULY		333.75	08/31/2020
SCIOCCHETTI, DAYNA	REIMB.CLASSROOM		128.22	09/21/2020
SEESAW LEARNING INC	INV#2020-38812,2		550.00	09/22/2020
SELF INSURED SCHOOLS OF CA.	ID#68833,SEPT.20		56,515.60	09/02/2020
SHI	INV#B12291641,CL	CLOUD STORAGE	1,150.00	09/22/2020
SPURR	INV#108907,	NATURAL GAS	197.19	09/14/2020
STANLEY CONVERGENT SEC.SOLUT.	INV#1371001240,M		1,662.58	09/09/2020
TEMPLETON UNIFIED SCHOOL DIST.	CLOSE PO WRONG A	20/21 OCCUP.THERAP	0.00	09/21/2020
TEXTBOOK WAREHOUSE	INV#S10733673,SC	SCIENCE BOOKS	1,896.45	08/28/2020
THE ATP GROUP INC	INV#773658,WELDI	WELDING BOOKS	549.11	09/14/2020
U.S. BANK CORPORATE PMT SYSTEM	BENSON,BUSINESS		36.46	08/31/2020
U.S. BANK CORPORATE PMT SYSTEM	VALENCIA,SINK RE		153.64	08/31/2020
U.S. BANK CORPORATE PMT SYSTEM	RENDON,MOT SUPPL		36.39	08/31/2020
U.S. BANK CORPORATE PMT SYSTEM	BENSON,TECHERS C		3.99	08/31/2020
U.S. BANK CORPORATE PMT SYSTEM	KEPINS,ELEM OFFI		49.76	08/31/2020
U.S. BANK CORPORATE PMT SYSTEM	KEPINS,ELEM ASB		50.14	08/31/2020
U.S. BANK CORPORATE PMT SYSTEM	KEPINS,POSTAGE		7.20	08/31/2020
U.S. BANK CORPORATE PMT SYSTEM	BENSON,POSTAGES		99.10	08/31/2020
U.S. BANK CORPORATE PMT SYSTEM	SCIOCCHETTI,CLAS		114.95	08/31/2020
U.S. BANK CORPORATE PMT SYSTEM	BENSON,IT SUPPLI		244.55	08/31/2020
U.S. BANK CORPORATE PMT SYSTEM	KEPINS,ELEM DIST		1,344.54	08/31/2020
U.S. BANK CORPORATE PMT SYSTEM	BENSON,STAFF ZOO		1,980.00	08/31/2020
U.S. BANK CORPORATE PMT SYSTEM	BENSON,ENGLISH C		62.23	08/31/2020
U.S. BANK CORPORATE PMT SYSTEM	MORTON,CLASSROOM		4,294.70	08/31/2020
U.S. BANK CORPORATE PMT SYSTEM	FULLER,CATTLE FE		204.27	08/31/2020
U.S. BANK CORPORATE PMT SYSTEM	KEPINS, RAZ KIDS		105.45	08/31/2020
U.S. BANK CORPORATE PMT SYSTEM	BENSON,CPR MASK		79.34	08/31/2020
U.S. BANK CORPORATE PMT SYSTEM	BENSON,THERMOMET		267.10	08/31/2020
U.S. BANK CORPORATE PMT SYSTEM	RENDON,PLEXIGLAS		139.41	08/31/2020
U.S. BANK EQUIPMENT FINANCE	INV#422439331	MONTHLY COPIERS	1,710.61	09/01/2020
VERIZON - 508105832-00001	ACC#508105832000	PARKFIELD HOT SPOTS	38.01	09/14/2020
VOORHEIS, ROBERT	REIMB.CLASSROOM		25.60	09/22/2020
VOORHEIS, ROBERT	CLASSROOM SUPPLI		23.58	08/28/2020

BOARD BILL APPROVAL LISTING

J24641 APYBRPLO L.00.00 09/25/20

FROM BATCH: 8 THRU BATCH:

11

VENDOR NAME	FUND : 01 DESCRIPTION	GENERAL FUND EXTENDED DESCRIPTION	AMOUNT	INVOICE DATE
WASTE MANAGEMENT	INV#949050405271	PRKFELD TRASH	153.73	09/09/2020
WESTERN JANITOR SUPPLY INC	INV#177796,CUSTO		19.50	09/22/2020
WILSON CREEK COMMUNICATIONS	INV#22147,M.UZET		34.09	09/21/2020
ZION BANCORPORATION	INV#8874,ADMIN F		350.00	08/28/2020
TOTAL FUND 01			121,743.47	

11

VENDOR NAME	FUND : 13 DESCRIPTION	CAFETERIA FUND EXTENDED DESCRIPTION	AMOUNT	INVOICE DATE
AMERIPRIDE UNIFORM SERVICES	INV#1502675262,T	CUSTODIAL/CAFE TOWELS	20.00	09/22/2020
AMERIPRIDE UNIFORM SERVICES	INV#1502667532,C	CUSTODIAL/CAFE TOWELS	20.00	09/09/2020
AMERIPRIDE UNIFORM SERVICES	INV#1502628888,C	CUSTODIAL/CAFE TOWELS	20.00	09/09/2020
AMERIPRIDE UNIFORM SERVICES	INV#1502659908,C	CUSTODIAL/CAFE TOWELS	20.00	08/28/2020
CALIFORNIA DEPT.OF EDUCATION	INV#21 SF-35964,		313.50	08/28/2020
CRYSTAL CREAMERY	INV#105252013,CA	CAFE FOOD/MILK	205.27	09/09/2020
CRYSTAL CREAMERY	INV#105238018,CA	CAFE FOOD/MILK	220.39	08/28/2020
EDNA'S BAKERY	INV#1093798,CAFE	CAFE FOOD	333.45	08/28/2020
GOLD STAR FOODS INC.	INV#3428157,CAFE	CAFE FOOD 20/21	102.36	09/09/2020
GOLD STAR FOODS INC.	INV#3405657,CAFE	CAFE FOOD 20/21	714.15	09/09/2020
GOLD STAR FOODS INC.	INV#3422465,CAFE	CAFE FOOD 20/21	259.44	08/28/2020
GOLD STAR FOODS INC.	INV#3384905,CAFE	CAFE FOOD 20/21	350.08	08/28/2020
GOLD STAR FOODS INC.	INV#3416048,CAFE	CAFE FOOD 20/21	487.99	09/15/2020
JR BARTO HEATING A/C	INV#SJUSD,WALK I	CAFE WALK IN COOLER	9,423.00	09/09/2020
JR BARTO HEATING A/C	INV#27963,CAFE W		811.67	09/14/2020
KAMRAN AND COMPANY INC	INV#569683,CAFE	CAFE SUPPLIES	4,765.65	08/31/2020
THE BERRY MAN INC.	INV#10686261,CAF	CAFE FOOD, VEGGIES FRUIT	372.20	09/14/2020
THE BERRY MAN INC.	INV#10684290,CAF	CAFE FOOD, VEGGIES FRUIT	207.10	09/09/2020
THE BERRY MAN INC.	INV#10684291,CAF	CAFE FOOD, VEGGIES FRUIT	11.00	09/14/2020
THE BERRY MAN INC.	INV#10684290,CAF	CAFE FOOD, VEGGIES FRUIT	207.10	09/01/2020
THE BERRY MAN INC.	INV#10682331,CAF	CAFE FOOD, VEGGIES FRUIT	258.58	08/28/2020
U.S. BANK CORPORATE PMT SYSTEM	WESCH.CAFE SUPPL		850.03	08/31/2020
U.S. BANK CORPORATE PMT SYSTEM	WESCH.BATB,WAGON		839.61	08/31/2020
TOTAL FUND 13			20,812.57	
TOTAL DISTRICT			142,556.04	

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees

MEETING DATE: October 6, 2020

9.3

AGENDA ITEM TITLE:

Ratification of the Personnel Action Report

PREPARED BY:

Sadie Howard

AGENDA SECTION:

____ Reports X Consent ____ Action ____ First Reading ____ Information ____ Resolution

PERSONNEL ACTION REPORT

Teacher Name

Jill Smith
Judith Ibarra
Stephanie Diaz
Michelle Lieber
Shelbi Stanley

RE-CLASSIFICATION

From 5th Grade to Elem Spec.Ed Class Room
From 3rd Grade to 5th Grade
From Kinder to 3rd Grade
½ of 1st Grade and 2nd Grade
½ of 1st Grade and Kinder

EFFECTIVE DATE

8/17/2020
8/17/2020
8/17/2020
8/17/2020
8/17/2020

RECOMMENDED ACTION:

Approval of the Personnel Action Report

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees

MEETING DATE: October 6, 2020

9.4

AGENDA ITEM TITLE:

Approval of the Budget Report

PREPARED BY:

Sadie Howard

AGENDA SECTION:

☐ Reports ☒ Consent ☐ Action ☐ First Reading ☐ Information ☐ Resolution

SUMMARY:

Attached is the Budget Report through June 30, 2021 for approval.

RECOMMENDED ACTION:

Approve the Budget Report.

UNRESTRICTED/RESTRICTED COMBINED

FUND: 01 GENERAL FUND

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
REVENUE DETAIL							
REVENUE LIMIT SOURCES :							
8011	REV LIMIT STATE AID-CURR YEAR	941,799.00		941,799.00	38,458.00	903,341.00	4.08
8012	Rev Limit State Aid EPA	54,738.00		54,738.00	28,410.00	26,328.00	51.90
8019	REV LIMIT STATE AID-PRIOR YEAR	.00		.00	4,208.00-	4,208.00	NO BDGT
8021	HOME OWNERS EXEMPTION	12,106.00		12,106.00	.00	12,106.00	0.00
8041	SECURED TAX ROLLS	334,324.00-		334,324.00-	.00	334,324.00-	0.00
8042	UNSECURED ROLL TAXES	75,671.00		75,671.00	51,072.94	24,598.06	67.49
8043	PRIOR YEARS TAXES	5,951.00		5,951.00	469.21	5,481.79	7.88
8044	SUPPLEMENTAL TAXES	32,365.00		32,365.00	.00	32,365.00	0.00
8045	EDUC REV AUGMENTATION FUND	180,124.00		180,124.00	.00	180,124.00	0.00
8097	PROPERTY TAXES TRANSFERS	101,647.00		101,647.00	.00	101,647.00	0.00
TOTAL REVENUE LIMIT SOURCES :		1,070,077.00	.00	1,070,077.00	114,202.15	955,874.85	10.67
FEDERAL REVENUES :							
8181	SP ED ENTITLEMENT PER UDC	49,896.00		49,896.00	49,145.00	751.00	98.49
8182	SPEC ED-DISCRETIONARY GRANTS	648.00		648.00	.00	648.00	0.00
8290	ALL OTHER FEDERAL REVENUES	95,289.00	359,944.00	455,233.00	350,432.00	104,801.00	76.97
TOTAL FEDERAL REVENUES :		145,833.00	359,944.00	505,777.00	399,577.00	106,200.00	79.00
OTHER STATE REVENUES :							
8560	STATE LOTTERY REVENUE	57,776.00		57,776.00	.00	57,776.00	0.00
8590	ALL OTHER STATE REVENUES	231,526.00	112,535.00	344,061.00	114,932.84	229,128.16	33.40
TOTAL OTHER STATE REVENUES :		289,302.00	112,535.00	401,837.00	114,932.84	286,904.16	28.60
OTHER LOCAL REVENUES :							
8650	LEASES & RENTALS	22,500.00		22,500.00	4,125.00	18,375.00	18.33
8660	INTEREST	22,500.00		22,500.00	.00	22,500.00	0.00
8677	INTERAGENCY SERV BETWN LEA'S	14,100.00		14,100.00	2,200.00-	16,300.00	0.00
8699	ALL OTHER LOCAL REVENUES	54,196.00		54,196.00	839.46	53,356.54	1.54
8792	TF OF APPORT FROM COE	197,578.00		197,578.00	43,957.00	153,621.00	22.24
TOTAL OTHER LOCAL REVENUES :		310,874.00	.00	310,874.00	46,721.46	264,152.54	15.02
* TOTAL YEAR TO DATE REVENUES		* 1,816,086.00	* 472,479.00	* 2,288,565.00	* 675,433.45	* 1,613,131.55	* 29.51

UNRESTRICTED/RESTRICTED COMBINED

FUND: 01 GENERAL FUND

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
EXPENDITURE DETAIL							
CERTIFICATED SALARIES :							
1100	CERTIFICATED TEACHER	1,218,806.00		1,218,806.00	234,287.99	984,518.01	19.22
1130	CERTIFICATED TEACHER HOURLY	120.00		120.00	.00	120.00	0.00
1160	CERTIFICATED TEACHER SUBSTITUT	34,844.00		34,844.00	.00	34,844.00	0.00
1161	CERT TCHR SUBS-LONG TERM	3,290.00		3,290.00	.00	3,290.00	0.00
1190	CERTIFICATED TEACHER OTH ASSIG	45,448.00		45,448.00	8,249.90	37,198.10	18.15
1200	CERT PUPIL SUPPORT SALARY	172,898.00		172,898.00	28,850.26	144,047.74	16.68
1300	CERTIFICATED SUPERV & ADM SAL	39,780.00		39,780.00	10,026.82	29,753.18	25.20
1340	SCHOOL ADMINISTRATORS	195,140.00		195,140.00	48,975.64	146,164.36	25.09
TOTAL CERTIFICATED SALARIES :		1,710,326.00	.00	1,710,326.00	330,390.61	1,379,935.39	19.31
CLASSIFIED SALARIES :							
2100	INSTRUCTIONAL AIDE SALARIES	210,788.00	10,000.00	220,788.00	32,052.74	188,735.26	14.51
2130	INSTRUCTIONAL AIDE HOURLY	890.00		890.00	.00	890.00	0.00
2150	INSTRUCTIONAL AIDE EXTRA DUTY	.00		.00	16.74	16.74-	NO BDGT
2160	INSTRUCTIONAL AIDE SUBSTITUTE	13,000.00		13,000.00	101.22	12,898.78	0.77
2170	INSTRUCTIONAL AIDE OVERTIME	.00		.00	50.22	50.22-	NO BDGT
2190	INSTRUCTIONAL AIDE STUDENTS	28,276.00		28,276.00	1,980.51	26,295.49	7.00
2200	CLASSIFIED SUPPORT SALARIES	279,592.00		279,592.00	62,394.78	217,197.22	22.31
2260	CLASSIFIED SUPPORT SUBSTITUTE	3,000.00		3,000.00	.00	3,000.00	0.00
2270	CLASSIFIED SUPPORT OVERTIME	8,500.00		8,500.00	.00	8,500.00	0.00
2400	CLERICAL/TECHNICAL/OFFICE SAL	194,185.00		194,185.00	39,684.98	154,500.02	20.43
2460	CLERICAL & OFFICE SUBSTITUTE	3,000.00		3,000.00	.00	3,000.00	0.00
2470	CLERICAL & OFFICE OVERTIME	5,000.00		5,000.00	291.89	4,708.11	5.83
2900	OTHER CLASSIFIED SALARIES	20,673.00		20,673.00	1,708.22	18,964.78	8.26
TOTAL CLASSIFIED SALARIES :		766,904.00	10,000.00	776,904.00	138,281.30	638,622.70	17.79
EMPLOYEE BENEFITS :							
3101	STRS CERTIFICATED	496,687.00		496,687.00	51,758.52	444,928.48	10.42
3201	PERS CERTIFICATED	10,719.00		10,719.00	2,050.16	8,668.84	19.12
3202	PERS CLASSIFIED	153,718.00		153,718.00	28,148.34	125,569.66	18.31
3301	SOCIAL SECURITY CERTIFICATED	3,126.00		3,126.00	592.49	2,533.51	18.95
3302	SOCIAL SECURITY CLASSIFIED	46,189.00		46,189.00	8,281.45	37,907.55	17.92
3311	MEDICARE - CERTIFICATED	24,892.00		24,892.00	4,654.59	20,237.41	18.69
3312	MEDICARE - CLASSIFIED	10,869.00		10,869.00	1,936.74	8,932.26	17.81
3401	HEALTH & WELFARE CERTIFICATED	250,777.00		250,777.00	23,817.00	226,960.00	9.49
3402	HEALTH & WELFARE CLASSIFIED	138,914.00		138,914.00	11,367.09	127,546.91	8.18
3420	HEALTH & WELFARE BOARD	8,138.00		8,138.00	.00	8,138.00	0.00
3501	UNEMPLOYMENT - CERTIFICATED	970.00		970.00	160.56	809.44	16.55
3502	UNEMPLOYMENT - CLASSIFIED	376.00		376.00	66.79	309.21	17.76
3601	WORKERS COMP - CERTIFICATED	42,158.00		42,158.00	7,896.82	34,261.18	18.73
3602	WORKERS COMP - CLASSIFIED	18,268.00		18,268.00	3,285.91	14,982.09	17.98
TOTAL EMPLOYEE BENEFITS :		1,205,801.00	.00	1,205,801.00	144,016.46	1,061,784.54	11.94

UNRESTRICTED/RESTRICTED COMBINED

FUND: 01 GENERAL FUND

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
EXPENDITURE DETAIL							
BOOKS AND SUPPLIES :							
4100	APPRVD TEXTBKS/CORE CURRICULA	43,381.00		43,381.00	14,467.79	28,913.21	33.35
4200	BOOKS AND REFERENCE MATERIALS	971.00		971.00	849.16	121.84	87.45
4300	MATERIALS AND SUPPLIES	65,389.00	135,101.00	200,490.00	22,758.28	177,731.72	11.35
4310	FUEL GAS	37,000.00		37,000.00	1,044.80	35,955.20	2.82
4318	COPIER USAGE	26,100.00		26,100.00	5,131.11	20,968.89	19.65
4319	TIRES AND TUBES	4,000.00		4,000.00	.00	4,000.00	0.00
4320	GREASE & OIL	1,000.00		1,000.00	202.24	797.76	20.22
4321	CUSTODIAL SUPPLIES	12,000.00		12,000.00	7,482.58	4,517.42	62.35
4325	TOOLS	500.00		500.00	.00	500.00	0.00
4328	TESTING MATERIALS	700.00		700.00	.00	700.00	0.00
4339	REPAIR PARTS	12,594.00		12,594.00	1,037.09	11,556.91	8.23
4355	SOFTWARE	2,541.00		2,541.00	381.75	2,159.25	15.02
4375	FOOD FOR IN-HOUSE INSERVICE	262.00		262.00	.00	262.00	0.00
4380	PAPER	4,463.00		4,463.00	160.82	4,302.18	3.60
4398	FUEL TAX	500.00		500.00	63.29	436.71	12.65
4400	NON-CAPITALIZED EQUIPMENT	16,690.00		16,690.00	.00	16,690.00	0.00
TOTAL BOOKS AND SUPPLIES :		228,091.00	135,101.00	363,192.00	53,578.91	309,613.09	14.75
SERVICES, OTHER OPER. EXPENSE:							
5110	Subagmt SPED outside agency	78,000.00		78,000.00	12,948.90	65,051.10	16.60
5200	TRAVEL & CONFERENCE	6,250.00		6,250.00	696.12-	6,946.12	0.00
5230	MILEAGE	7,650.00		7,650.00	54.05	7,595.95	0.70
5300	DUES & MEMBERSHIPS	8,188.00		8,188.00	9,459.92	1,271.92-	115.53
5400	INSURANCE	48,218.00		48,218.00	48,112.35	105.65	99.78
5510	WATER	10,000.00		10,000.00	461.22	9,538.78	4.61
5520	GAS	14,500.00		14,500.00	660.88	13,839.12	4.55
5530	ELECTRICITY	80,000.00		80,000.00	21,423.23	58,576.77	26.77
5550	DISPOSAL/GARBAGE REMOVAL	14,500.00		14,500.00	3,594.69	10,905.31	24.79
5640	REPAIRS/MAINT OF EQUIPMENT	15,600.00		15,600.00	350.00	15,250.00	2.24
5650	REPAIRS/MAIN - VEHICLES	2,500.00		2,500.00	.00	2,500.00	0.00
5800	PROFES'L/CONSULTG SVCS/OP EXP	60,265.00	22,500.00	82,765.00	33,449.99	49,315.01	40.41
5810	SERVICES PROVIDED BY SLOCOE	141,246.00		141,246.00	59.61	141,186.39	0.04
5811	SERVICES PROVIDED BY DISTRICTS	30,000.00		30,000.00	.00	30,000.00	0.00
5822	MAINTENANCE AGREEMENTS	9,500.00		9,500.00	1,338.00	8,162.00	14.08
5830	HAZARDOUS WASTE DISPOSAL	2,000.00		2,000.00	.00	2,000.00	0.00
5840	PHYSICAL EXAMS-FINGERPRINTING	1,250.00		1,250.00	184.00	1,066.00	14.72
5841	PHYSICAL EXAMS-IMMUNIZATION	500.00		500.00	.00	500.00	0.00
5845	RANDOM DRUG/ALCOHOL TESTING	1,000.00		1,000.00	.00	1,000.00	0.00
5855	OUTSIDE PRINTING	2,245.00		2,245.00	.00	2,245.00	0.00
5861	FIELD TRIPS (OUTSIDE VENDOR)	100.00		100.00	.00	100.00	0.00
5872	LEGAL FEES	30,000.00		30,000.00	174.00	29,826.00	0.58
5874	AUDIT FEES	8,385.00		8,385.00	.00	8,385.00	0.00
5881	Software/Licenses	2,775.00	28,887.00	31,662.00	3,908.63	27,753.37	12.34

UNRESTRICTED/RESTRICTED COMBINED

FUND: 01 GENERAL FUND

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
EXPENDITURE DETAIL							
SERVICES, OTHER OPER. EXPENSE:							
5894	LICENSES AND PERMITS	1,576.00		1,576.00	1,481.00	95.00	93.97
5899	CATEGORICAL HOLDING ACCOUNT	.00	289,956.00	289,956.00	.00	289,956.00	0.00
5922	COMMUNICATION - TELEPHONE SVCS	9,810.00		9,810.00	2,191.74	7,618.26	22.34
5930	COMMUNICATION - POSTAGE/METER	3,400.00		3,400.00	113.40	3,286.60	3.33
TOTAL SERVICES, OTHER OPER. EXPENSE:		589,458.00	341,343.00	930,801.00	139,269.49	791,531.51	14.96
OTHER OUTGOING :							
7141	OTH TUIT,EXC CST PMT TO DIST	119,896.00		119,896.00	.00	119,896.00	0.00
7142	OTH TUIT,EXC CST PMT TO COE	120,833.00		120,833.00	5,351.22-	126,184.22	0.00
TOTAL OTHER OUTGOING :		240,729.00	.00	240,729.00	5,351.22-	246,080.22	0.00
DIRECT SUPPORT/INDIRECT COSTS:							
7310	DIRSUP/IND CST INTERPGM	.00	3,935.00	3,935.00	.00	3,935.00	0.00
TOTAL DIRECT SUPPORT/INDIRECT COSTS:		.00	3,935.00	3,935.00	.00	3,935.00	0.00
* TOTAL YEAR TO DATE EXPENDITURES * *		4,741,309.00 *	490,379.00 *	5,231,688.00 *	800,185.55 *	4,431,502.45 *	15.29
OTHER FINANCING SOURCES (USES)							
INTERFUND TRANSFERS - OUT :							
7616	INT-FD TF FR GENERAL TO CAFE	56,474.00-		56,474.00-	.00	56,474.00-	0.00
TOTAL INTERFUND TRANSFERS - OUT :		56,474.00-	.00	56,474.00-	.00	56,474.00-	0.00
CONTRIB.- RESTRICTED PROGRAMS:							
TOTAL CONTRIB.- RESTRICTED PROGRAMS:		.00	.00	.00	.00	.00	NO BDGT
* TOTAL YEAR TO DATE OTHER FINANCING *		56,474.00-*	.00 *	56,474.00-*	.00 *	56,474.00-*	0.00

UNRESTRICTED/RESTRICTED COMBINED

FUND: 01 GENERAL FUND

OBJECT NUMBER	DESCRIPTION	BEGINNING BALANCE	YEAR TO DATE ACTIVITY	ENDING BALANCE
FUND RECONCILIATION				
ASSETS AND LIABILITIES :				
9110	CASH IN COUNTY TREASURY	3,948,092.12	415,630.87-	3,532,461.25
9130	REVOLVING CASH ACCOUNT	1,500.00	.00	1,500.00
9210	ACCOUNTS RECEIVABLE PRIOR YEAR	273,434.61	23,005.81-	250,428.80
9508	SALES TAX PAYABLE	1,049.86-	.00	1,049.86-
9510	ACCOUNTS PAYABLE(CURRENT LIAB)	347,151.08-	205,813.08	141,338.00-
9515	UNEMPLOYMENT	80.24	81.14	161.38
9516	W/COMP PASS THROUGH		11,862.82-	11,862.82-
9521	MEDICAL	141,060.06-	97,286.34	43,773.72-
9550	PAYROLL HAND WARRANTS	34.00-	.00	34.00-
9650	DEFERRED REVENUE	25,066.89-	22,566.84	2,500.05-
* NET YEAR TO DATE FUND BALANCE	* *	3,708,745.08 *	124,752.10-*	3,583,992.98 *
9791	FUND BAL-BEGINNING BALANCE	3,708,745.08-	.00	3,708,745.08-
* EXCESS REVENUES (EXPENDITURES)	* *	.00 *	124,752.10-*	124,752.10-*

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE							
A.	REVENUES	1,816,086.00	472,479.00	2,288,565.00	675,433.45	1,613,131.55	29.51
B.	EXPENDITURES	4,741,309.00	490,379.00	5,231,688.00	800,185.55	4,431,502.45	15.29
C.	EXCESS REVENUES (EXPENDITURES)	2,925,223.00-	17,900.00-	2,943,123.00-	124,752.10-	2,818,370.90-	4.23
D.	OTHER FINANCING SOURCES (USES)	56,474.00-	.00	56,474.00-	.00	56,474.00-	0.00
E.	NET CHANGE IN FUND BALANCE	2,981,697.00-	17,900.00-	2,999,597.00-	124,752.10-	2,874,844.90-	4.15
F.	FUND BALANCE :						
	BEGINNING BALANCE (9791)	3,708,745.08	.00	3,708,745.08	3,708,745.08	.00	100.00
	AUDIT ADJUSTMENTS (9793)	.00	.00	.00	.00	.00	NO BDGT
	OTHER RESTATEMENTS (9795)	.00	.00	.00	.00	.00	NO BDGT
	ADJUSTED BEGINNING BALANCE	3,708,745.08	.00	3,708,745.08	3,708,745.08	.00	100.00
G.	ENDING BALANCE	727,048.08	17,900.00-	709,148.08	3,583,992.98	2,874,844.90-	505.39

UNRESTRICTED/RESTRICTED COMBINED

FUND: 13 CAFETERIA FUND

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
REVENUE DETAIL							
FEDERAL REVENUES :							
8220	CHILD NUTRITION PROGRAMS	206,000.00		206,000.00	5,554.42	200,445.58	2.69
TOTAL FEDERAL REVENUES :		206,000.00	.00	206,000.00	5,554.42	200,445.58	2.69
OTHER STATE REVENUES :							
8520	CHILD NUTRITION	6,000.00		6,000.00	467.98	5,532.02	7.79
TOTAL OTHER STATE REVENUES :		6,000.00	.00	6,000.00	467.98	5,532.02	7.79
OTHER LOCAL REVENUES :							
8634	FOOD SERVICE SALES	1,500.00		1,500.00	.00	1,500.00	0.00
8660	INTEREST	149.00		149.00	.00	149.00	0.00
TOTAL OTHER LOCAL REVENUES :		1,649.00	.00	1,649.00	.00	1,649.00	0.00
* TOTAL YEAR TO DATE REVENUES		213,649.00 *	.00 *	213,649.00 *	6,022.40 *	207,626.60 *	2.81
EXPENDITURE DETAIL							
CLASSIFIED SALARIES :							
2200	CLASSIFIED SUPPORT SALARIES	65,649.00		65,649.00	6,747.42	58,901.58	10.27
2260	CLASSIFIED SUPPORT SUBSTITUTE	2,304.00		2,304.00	.00	2,304.00	0.00
2300	CLASSIFIED SUPERV & ADMIN SAL	52,954.00		52,954.00	12,456.24	40,497.76	23.52
TOTAL CLASSIFIED SALARIES :		120,907.00	.00	120,907.00	19,203.66	101,703.34	15.88
EMPLOYEE BENEFITS :							
3202	PERS CLASSIFIED	25,028.00		25,028.00	3,726.32	21,301.68	14.88
3302	SOCIAL SECURITY CLASSIFIED	7,496.00		7,496.00	1,128.69	6,367.31	15.05
3312	MEDICARE - CLASSIFIED	1,753.00		1,753.00	263.96	1,489.04	15.05
3402	HEALTH & WELFARE CLASSIFIED	34,582.00		34,582.00	2,245.77	32,336.23	6.49
3502	UNEMPLOYMENT - CLASSIFIED	60.00		60.00	9.12	50.88	15.20
3602	WORKERS COMP - CLASSIFIED	2,975.00		2,975.00	447.83	2,527.17	15.05
TOTAL EMPLOYEE BENEFITS :		71,894.00	.00	71,894.00	7,821.69	64,072.31	10.87
BOOKS AND SUPPLIES :							
4300	MATERIALS AND SUPPLIES	6,718.00		6,718.00	6,455.29	262.71	96.08
4355	SOFTWARE	305.00		305.00	.00	305.00	0.00
4700	FOOD	65,000.00		65,000.00	5,802.93	59,197.07	8.92
TOTAL BOOKS AND SUPPLIES :		72,023.00	.00	72,023.00	12,258.22	59,764.78	17.01

UNRESTRICTED/RESTRICTED COMBINED

FUND: 13 CAFETERIA FUND

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
EXPENDITURE DETAIL							
SERVICES, OTHER OPER. EXPENSE:							
5600	RENTALS, LEASES, REPAIRS, IMPROVM	.00		.00	10,234.67	10,234.67-	NO BDGT
5800	PROFES'L/CONSULTG SVCS/OP EXP	3,972.00		3,972.00	2,397.00	1,575.00	60.34
5890	OTHER SERVICES	733.00		733.00	.00	733.00	0.00
5894	LICENSES AND PERMITS	594.00		594.00	656.00	62.00-	110.43
TOTAL SERVICES, OTHER OPER. EXPENSE:		5,299.00	.00	5,299.00	13,287.67	7,988.67-	250.75
* TOTAL YEAR TO DATE EXPENDITURES * *		270,123.00 *	.00 *	270,123.00 *	52,571.24 *	217,551.76 *	19.46

OTHER FINANCING SOURCES (USES)

INTERFUND TRANSFERS - IN :

8916	INTFD TF TO CAFETERIA FR GEN	56,474.00		56,474.00	.00	56,474.00	0.00
TOTAL INTERFUND TRANSFERS - IN :		56,474.00	.00	56,474.00	.00	56,474.00	0.00
* TOTAL YEAR TO DATE OTHER FINANCING * *		56,474.00 *	.00 *	56,474.00 *	.00 *	56,474.00 *	0.00

UNRESTRICTED/RESTRICTED COMBINED

FUND: 13 CAFETERIA FUND

OBJECT NUMBER	DESCRIPTION	BEGINNING BALANCE	YEAR TO DATE ACTIVITY	ENDING BALANCE
FUND RECONCILIATION				
ASSETS AND LIABILITIES :				
9110	CASH IN COUNTY TREASURY	14,077.26-	25,374.12-	39,451.38-
9210	ACCOUNTS RECEIVABLE PRIOR YEAR	22,281.87	22,281.87-	.00
9508	SALES TAX PAYABLE	37.42-	.00	37.42-
9510	ACCOUNTS PAYABLE (CURRENT LIAB)	1,107.15-	1,107.15	.00
9650	DEFERRED REVENUE	7,060.95-	.00	7,060.95-
* NET YEAR TO DATE FUND BALANCE	* *	.91-*	46,548.84-*	46,549.75-*
9791	FUND BAL-BEGINNING BALANCE	.91	.00	.91
* EXCESS REVENUES (EXPENDITURES)	* *	.00 *	46,548.84-*	46,548.84-*

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE							
A.	REVENUES	213,649.00	.00	213,649.00	6,022.40	207,626.60	2.81
B.	EXPENDITURES	270,123.00	.00	270,123.00	52,571.24	217,551.76	19.46
C.	EXCESS REVENUES (EXPENDITURES)	56,474.00-	.00	56,474.00-	46,548.84-	9,925.16-	82.42
D.	OTHER FINANCING SOURCES (USES)	56,474.00	.00	56,474.00	.00	56,474.00	0.00
E.	NET CHANGE IN FUND BALANCE	.00	.00	.00	46,548.84-	46,548.84	NO BDGT
F.	FUND BALANCE :						
	BEGINNING BALANCE (9791)	.91-	.00	.91-	.91-	.00	100.00
	AUDIT ADJUSTMENTS (9793)	.00	.00	.00	.00	.00	NO BDGT
	OTHER RESTATEMENTS (9795)	.00	.00	.00	.00	.00	NO BDGT
	ADJUSTED BEGINNING BALANCE	.91-	.00	.91-	.91-	.00	100.00
G.	ENDING BALANCE	.91-	.00	.91-	46,549.75-	46,548.84	5357.14

UNRESTRICTED/RESTRICTED COMBINED

FUND: 21 BUILDING FUND - BOND PROCEEDS

OBJECT NUMBER	DESCRIPTION	BEGINNING BALANCE	YEAR TO DATE ACTIVITY	ENDING BALANCE
FUND RECONCILIATION				
ASSETS AND LIABILITIES :				
9110	CASH IN COUNTY TREASURY	56.68	.00	56.68
* NET YEAR TO DATE FUND BALANCE	* *	56.68 *	.00 *	56.68 *
9791	FUND BAL-BEGINNING BALANCE	56.68-	.00	56.68-
* EXCESS REVENUES (EXPENDITURES)	* *	.00 *	.00 *	.00 *

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE							
A.	REVENUES	.00	.00	.00	.00	.00	NO BDGT
B.	EXPENDITURES	.00	.00	.00	.00	.00	NO BDGT
C.	EXCESS REVENUES (EXPENDITURES)	.00	.00	.00	.00	.00	NO BDGT
D.	OTHER FINANCING SOURCES (USES)	.00	.00	.00	.00	.00	NO BDGT
E.	NET CHANGE IN FUND BALANCE	.00	.00	.00	.00	.00	NO BDGT
F.	FUND BALANCE :						
	BEGINNING BALANCE (9791)	56.68	.00	56.68	56.68	.00	100.00
	AUDIT ADJUSTMENTS (9793)	.00	.00	.00	.00	.00	NO BDGT
	OTHER RESTATEMENTS (9795)	.00	.00	.00	.00	.00	NO BDGT
	ADJUSTED BEGINNING BALANCE	56.68	.00	56.68	56.68	.00	100.00
G.	ENDING BALANCE	56.68	.00	56.68	56.68	.00	100.00

UNRESTRICTED/RESTRICTED COMBINED FUND: 25 CAPITAL FACILITIES FUND

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
REVENUE DETAIL							
OTHER LOCAL REVENUES :							
8681	MITIGATION/DEVELOPER FEES	.00		.00	13,606.10	13,606.10-	NO BDGT
TOTAL OTHER LOCAL REVENUES :		.00	.00	.00	13,606.10	13,606.10-	NO BDGT
* TOTAL YEAR TO DATE REVENUES		* .00	* .00	* .00	* 13,606.10	* 13,606.10-	* NO BDGT

UNRESTRICTED/RESTRICTED COMBINED

FUND: 25 CAPITAL FACILITIES FUND

OBJECT NUMBER	DESCRIPTION	BEGINNING BALANCE	YEAR TO DATE ACTIVITY	ENDING BALANCE
FUND RECONCILIATION				
ASSETS AND LIABILITIES :				
9110	CASH IN COUNTY TREASURY	57,623.92	13,606.10	71,230.02
* NET YEAR TO DATE FUND BALANCE	* *	57,623.92 *	13,606.10 *	71,230.02 *
9791	FUND BAL-BEGINNING BALANCE	57,623.92-	.00	57,623.92-
* EXCESS REVENUES (EXPENDITURES)	* *	.00 *	13,606.10 *	13,606.10 *

OBJECT NUMBER	DESCRIPTION	ADOPTED BUDGET	BUDGET ADJUSTMENTS	CURRENT BUDGET	INCOME/ EXPENSE	BUDGET BALANCE	BUDGET % USED
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE							
A.	REVENUES	.00	.00	.00	13,606.10	13,606.10-	NO BDGT
B.	EXPENDITURES	.00	.00	.00	.00	.00	NO BDGT
C.	EXCESS REVENUES (EXPENDITURES)	.00	.00	.00	13,606.10	13,606.10-	NO BDGT
D.	OTHER FINANCING SOURCES (USES)	.00	.00	.00	.00	.00	NO BDGT
E.	NET CHANGE IN FUND BALANCE	.00	.00	.00	13,606.10	13,606.10-	NO BDGT
F.	FUND BALANCE :						
	BEGINNING BALANCE (9791)	57,623.92	.00	57,623.92	57,623.92	.00	100.00
	AUDIT ADJUSTMENTS (9793)	.00	.00	.00	.00	.00	NO BDGT
	OTHER RESTATEMENTS (9795)	.00	.00	.00	.00	.00	NO BDGT
	ADJUSTED BEGINNING BALANCE	57,623.92	.00	57,623.92	57,623.92	.00	100.00
G.	ENDING BALANCE	57,623.92	.00	57,623.92	71,230.02	13,606.10-	123.61

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees

MEETING DATE: October 6, 2020

9.5

AGENDA ITEM TITLE:

Approval of the Student Body Funds

PREPARED BY:

Sadie Howard

AGENDA SECTION:

☐ Reports ☒ Consent ☐ Action ☐ First Reading ☐ Information ☐ Resolution

SUMMARY:

Attached for your review and approval are the Student Body Funds for Shandon Elementary School and Shandon High School for the month of August 2020.

RECOMMENDED ACTION:

Approve the Student Body Funds.

Shandon Elementary ASB Heritage Oaks Bank

August 1, 2020

CLASSES/CLUBS	BALANCE FORWARD 7/31/2020	WITHDRAWALS	DEPOSIT	ENDING BALANCE 8/31/2020
SES ABS General	\$ 3,656.95	\$ 314.34	\$ 1,189.00	\$ 4,531.61
SES ASB Middle School	\$ 2,632.23		\$ 60.00	\$ 2,692.23
8th Grade	\$ 3,190.06			\$ 3,190.06
Library	\$ 154.85			\$ 154.85
Parkfield	\$ 4,722.28			\$ 4,722.28
Gate	\$ 250.50			\$ 250.50
Cross County	\$ 0.41			\$ 0.41
Kindergarten	\$ 184.92			\$ 184.92
Stabley PGE Funds	\$ 631.56			\$ 631.56
Drone Program	\$ 298.97			\$ 298.97
TOTAL	\$ 15,722.73	\$ 314.34	\$ 1,249.00	\$ 16,657.39

Shandon

SHANDON UNIFIED SCHOOL DISTRICT
SHANDON HIGH SCHOOL STATEMENT OF STUDENT BODY FUNDS
August-2020

CLASSES CLUBS	Authorized Advisor	ENDING BAL. 6/30/2020	BALANCE FORWARD	WITHDRAWLS	DEPOSITS	ENDING BAL. 7/31/2020
High General	D. Sciocchetti	\$ 143.14	\$ 143.14		315.00	458.14
Seniors	Fuller/Morton	\$ 2,083.91	\$ 2,083.91			2,083.91
Junior	Stuart/Voorhies	\$ 1,024.36	\$ 1,024.36			1,024.36
Sophomore	Dobberpuhl	\$ 1,867.57	\$ 1,867.57			1,867.57
Freshman	D. Sciocchetti	\$ -	\$ -			0.00
Thanksgiving feast	D. Sciocchetti	\$ 244.59	\$ 244.59			244.59
FNL	D. Sciocchetti	\$ 59.70	\$ 59.70			59.70
Gate/Officials	Sciocchetti/Bus. Off.	\$ 553.90	\$ 553.90			553.90
Ag Mechanics Class	Fuller	\$ 646.41	\$ 646.41			646.41
Drama Class	Barthauer	\$ 495.49	\$ 495.49			495.49
F.F.A. General	Morton/Fuller	\$ 7,512.27	\$ 7,512.27			7,512.27
F.F.A. Revolving	Morton/Fuller	\$ 1,437.74	\$ 1,437.74			1,437.74
YearBook Class	D. Sciocchetti	\$ 282.42	\$ 282.42			282.42
BLOCK-S	D. Sciocchetti	\$ 579.16	\$ 579.16			579.16
*Football	D. Sciocchetti	\$ -	\$ -			0.00
*H.S. Volleyball	D. Sciocchetti	\$ 100.48	\$ 100.48			100.48
*Basketball	D. Sciocchetti	\$ -	\$ -			0.00
*Softball	D. Sciocchetti	\$ 1,202.05	\$ 1,202.05			1,202.05
*Baseball	D. Sciocchetti	\$ -	\$ -			0.00
		\$ -	\$ -	\$ -		0.00
TOTAL in Fund Balances/Ties to Bank Balance		\$ 18,233.19	\$ 18,233.19	\$ -	\$ 315.00	\$ 18,548.19

Handwritten signature



SHANDON JOINT UNIFIED SCHOOL DISTRICT

101 South First Street Box 79, Shandon, CA 93461

Dr. Kristina Benson, Superintendent/Principal TELEPHONE: (805) 238-0286 FAX: (805) 238-0777

Board of Trustees: Jennifer Moe, Van Parlet, Nataly Ramirez, Flint Speer, Marlene Thomason,

9.6

Quarterly Report on Williams Uniform Complaints

[Education Code § 35186]

District: Shandon Joint Unified School District

Person completing this form: Kristina Benson

Title: Superintendent

Quarterly Report Submission Date:
(check one)

☐

January – March 2020

☐

April – June 2020

☒

July – September 2020

☐☐

October – December 2020

Date for information to be reported publicly at governing board meeting: October 6, 2020

Please check the box that applies:

☒

No complaints were filed with any school in the district during the quarter indicated above.

☐

Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0		
Teacher Vacancy or Misassignment	0		
Facilities Conditions	0		
TOTALS	0		

Kristina Benson

Type or Print Name of District Superintendent

Signature of District Superintendent

9.7

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Board Policy****Nutrition Program Compliance**

BP 3555

Business and Noninstructional Operations

The Governing Board recognizes the district's responsibility to comply with state and federal nondiscrimination laws as they apply to the district's nutrition programs. The district shall not deny any individual the benefits or service of any nutrition program or discriminate against him/her on any basis prohibited by law.

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

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

(cf. 3552 - Summer Meal Program)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 5030 - Student Wellness)

Compliance Coordinator

The Board shall designate a compliance coordinator for nutrition programs, who may also be the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures, to ensure compliance with the laws governing the district's nutrition programs.

The responsibilities of the compliance coordinator include, but are not limited to:

1. Providing the name of the compliance coordinator, Section 504 coordinator, and Title IX coordinator, if different from the compliance coordinator, to the California Department of Education and other interested parties

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

2. Annually providing mandatory civil rights training to all frontline staff who interact with program applicants or participants and to those who supervise frontline staff

The subject matter of such training shall include, but not be limited to, collection and use of data, effective public notification systems, complaint procedures, compliance review techniques, resolution of noncompliance, requirements for reasonable accommodation of persons with disabilities, requirements for language assistance, conflict resolution, and customer service.

3. Establishing admission and enrollment procedures that do not restrict enrollment of students on the basis of race, ethnicity, national origin, or disability, including preventing staff from incorrectly denying applications and ensuring that such persons have equal access to all programs

(cf. 6159 - Individualized Education Program)

4. Sending a public release announcing the availability of the child nutrition programs and/or changes in the programs to public media and to community and grassroots organizations that interact directly with eligible or potentially eligible participants

5. Communicating the program's nondiscrimination policy and applicable complaint procedures, as provided in the section "Notifications" below

6. Providing appropriate translation services when a significant number of persons in the surrounding population have limited English proficiency
7. Ensuring that every part of a facility is accessible to and usable by persons with disabilities and that participants with disabilities are not excluded from the benefits or services due to inaccessibility of facilities
8. Ensuring that special meals are made available to participants with disabilities who have a medical statement on file documenting that their disability restricts their diet
(cf. 5141.27 - Food Allergies/Special Dietary Needs)
9. Implementing procedures to process and resolve civil rights (discrimination) complaints and program-related complaints, including maintaining a complaint log and working with the appropriate person to resolve any complaint, and referring the complainant to the appropriate state or federal agency when necessary
10. Developing a method, which preferably uses self-identification or self-reporting, to collect racial and ethnic data for potentially eligible populations, applicants, and participants
(cf. 5022 - Students and Family Privacy Rights)
(cf. 5125 - Student Records)
(cf. 5145.13 - Response to Immigration Enforcement)

Notifications

The compliance coordinator shall ensure that the U.S. Department of Agriculture's (USDA) "And Justice for All" civil rights poster or a substitute poster approved by the USDA's Food and Nutrition Service ~~shall be~~ **is** displayed in areas visible to the district's nutrition program participants, such as food service areas and school offices.

The compliance coordinator shall notify the public, all program applicants, participants, and potentially eligible persons of their rights and responsibilities and steps necessary to participate in the nutrition programs. Applicants, participants, and the public also shall be advised of their right to file a complaint, how to file a complaint, the complaint procedures, and that a complaint may be file anonymously or by a third party.
(cf. 5145.6 - Parental Notifications)

In addition, the compliance coordinator shall ensure that all forms of communication available to the public regarding program availability shall contain, in a prominent location, a statement provided by USDA about the district's status as an equal opportunity provider and the address of the agency with responsibility to handle complaints made against the district.

Forms of communication requiring this nondiscrimination statement include, but are not limited to, web sites, public information releases, publications, and posters, but exclude items such as cups, buttons, magnets, and pens that identify the program when the size or configuration makes it impractical. The nondiscrimination statement need not be included on every page of program information on the district's or school's web site, but the statement or a link to the statement shall be included on the home page of the program information.

A short version of the nondiscrimination statement, as provided by USDA, may be used on pamphlets, brochures, and flyers in the same print size as the rest of the text.

Complaints of Discrimination

Any complaint alleging discrimination in the district's nutrition programs on the basis of race, color, national origin, sex, age, or disability shall, within 180 days of the alleged discriminatory act, be filed or referred to USDA at: (5 CCR 15582)

U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, (866) 632-9992, (800) 877-8339 (Federal Relay Service - English, deaf, hard of hearing, or speech disabilities), (800) 845-6136 (Federal Relay Service - Spanish), fax (202) 690-7442, or email program.intake.usda.gov

Complaints of discrimination on any other basis shall be investigated by the district using the process identified in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Complaints Regarding Noncompliance with Program Requirements

Any complaint alleging that the district has not complied with program requirements pertaining to meal counting and claiming, reimbursable meals, eligibility of a child or adult, use of cafeteria funds and allowable expenses shall be filed with or referred to CDE. (Education Code 49556; 5 CCR 15584)

Complaints of noncompliance with any other nutrition program requirements shall be submitted to and investigated by the district using the following procedures.

Complaints may be filed by a student or the student's parent/guardian by phone, email, or letter. The complaint shall be submitted within one year from the date of the alleged violation and shall include the following: (5 CCR 15581)

1. A statement that the district has violated a law or regulation relating to its child nutrition program
2. The facts on which the statement is based
3. The name of the district or the school against which the allegations are made
4. The complainant's contact information
5. The name of the student if alleging violations regarding a specific student

The district shall investigate and prepare a written report pursuant to 5 CCR 4631. (5 CCR 15583)

Unless extended by written agreement with the complainant, the district's compliance coordinator shall investigate the complaint and prepare a written report to be sent to the complainant within 60 days of the district's receipt of the complaint. (5 CCR 15583; 5 CCR 4631)

The Board shall consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered pursuant to 5 CCR 4631. When required by law, the matter shall be considered in closed session. The Board may decide not to consider the complaint, in which case the coordinator's decision shall be final.

(cf. 9321 - Closed Session)

If the Board considers the complaint, the Board's decision shall be sent to the complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

If the complainant is not satisfied with the findings in the district's report, the complainant may appeal the decision to CDE by filing a written appeal within 30 days of receiving the decision. (5 CCR 4632)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

42238.01 Definitions for purposes of funding

48985 Notices to parents in language other than English

49060-49079 Student records

49490-49590 Child nutrition programs

PENAL CODE

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

3080 Application of section

4600-4670 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

15580-15584 Child nutrition programs complaint procedures

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities Education Act

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

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 7

210.19 National School Lunch Program, additional responsibilities

210.23 National School Lunch Program, district responsibilities

215.7 Special Milk Program, requirements for participation

215.14 Special Milk Program, nondiscrimination

220.7 School Breakfast Program, requirements for participation

220.13 School Breakfast Program, special responsibilities of state agencies

225.3 Summer Food Service Program, administration

225.7 Summer Food Service Program, program monitoring and assistance

225.11 Summer Food Service Program, corrective action procedures

226.6 Child and Adult Care Food Program, state agency administrative responsibilities

250.15 Out-of-condition donated foods, food recalls, and complaints

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

36.303 Nondiscrimination on the basis of disability, public accommodations, auxiliary aids and services

CODE OF FEDERAL REGULATIONS, TITLE 34

100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI

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, especially:

106.9 Dissemination of policy

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Civil Rights and Complaint Procedures for the U.S. Department of Agriculture Child Nutrition Programs, June 2018

U.S. DEPARTMENT OF AGRICULTURE, FOOD AND NUTRITION SERVICE PUBLICATIONS

Civil Rights Compliance and Enforcement - Nutrition Programs and Activities, FNS Instruction 113-1, November 2005

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

Notice of Non-Discrimination, August 2010

WEB SITES

California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>

U.S. Department of Agriculture, Food and Nutrition Services: <http://www.fns.usda.gov>

U.S. Department of Agriculture, Office for Civil Rights: <http://www.ascr.usda.gov>

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

(7/10 7/16) 7/20

Policy Adopted by Shandon Board of Education: March 14, 2017

Revised: 10-6-20

9.8

Shandon Joint Unified School District

Exhibit

Nutrition Program Compliance

E 3555

Business and Noninstructional Operations

NONDISCRIMINATION STATEMENT FOR NUTRITION PROGRAMS

The following statement shall be included, in a prominent location, on all forms available to the public regarding the availability of the district's child nutrition programs:

"In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: <http://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov

This institution is an equal opportunity provider."

On pamphlets, brochures, and flyers, in the same print size as the rest of the text, the district may print a short version of the nondiscrimination statement, as follows:

"This institution is an equal opportunity provider."

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Board Policy

9.9

BP 6142.7

Instruction

Physical Education

The Governing Board recognizes the positive benefits of physical activity on student health, well-being, and academic achievement. The district shall provide all students the opportunity to be physically active on a regular basis through high-quality physical education instruction and may provide additional opportunities for physical activity throughout the school day. The district's physical education and activity programs shall support the district's coordinated student wellness program and encourage students' lifelong fitness.

(cf. 5030 - Student Wellness)

(cf. 6142.8 - Comprehensive Health Education)

Physical education classes shall be conducted in the coeducational, inclusive manner prescribed by law. The district shall provide instruction in physical education that provides equal access and equal opportunities for participation for all students in grades 1-12 regardless of gender, gender expression, sexual orientation, and mental or physical disability. (Education Code 220, 221.5, 33352; 5 CCR 4900, 4930, 4931, 4940, 4960; 34 CFR 106.33, 106.34, 300.108)

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

The district's physical education program shall provide a developmentally appropriate sequence of instruction aligned with the state's model content standards and curriculum framework.

(cf. 6011 - Academic Standards)

(cf. 6143 - Courses of Study)

The district's physical education program shall engage students in age-appropriate moderate to vigorous physical activity, as defined in the accompanying administrative regulation, including aerobic, muscle-strengthening, and bone-strengthening activities. The Superintendent or designee shall develop strategies to monitor the amount of moderate to vigorous physical activity that takes place in the physical education instructional program.

For grades 9-12, the overall course of study shall include the effects of physical activity upon dynamic health, the mechanics of body movement, aquatics, gymnastics and tumbling, individual and dual sports, rhythms and dance, team sports, and combatives. (Education Code 33352; 5 CCR 10060)

The Board shall approve the courses in grades 9-12 for which physical education credit may be granted.

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.11 - Alternative Credits Toward Graduation)

The Superintendent or designee shall develop strategies to supplement physical education instruction with additional opportunities for students to be physically active before, during, and after the school day.

(cf. 1330.1 - Joint Use Agreements)

(cf. 5142.2 - Safe Routes to School Program)
 (cf. 5148 - Child Care and Development Program)
 (cf. 5148.2 - Before/After School Programs)
 (cf. 6145 - Extracurricular and Cocurricular Activities)

Students with disabilities shall be provided instruction in physical education in accordance with their individualized education program or Section 504 accommodation plan.

(cf. 6159 - Individualized Education Program)
 (cf. 6164.6 - Identification and Education Under Section 504)

During air pollution episodes, extreme weather, or other inclement conditions, physical education staff shall make appropriate adjustments to the program or shall seek alternative indoor space to enable students to participate in active physical education.

(cf. 3514 - Environmental Safety)
 (cf. 5141.7 - Sun Safety)
 (cf. 5141.23 - Asthma Management)
 (cf. 6145.2 - Athletic Competition)

Staffing

Physical education instruction shall be delivered by appropriately credentialed teachers who may be assisted by instructional aides, paraprofessionals, and/or volunteers.

(cf. 1240 - Volunteer Assistance)
 (cf. 4112.2 - Certification)
 (cf. 4112.21 - Interns)
 (cf. 4113 - Assignment)
 (cf. 4222 - Teacher Aides/Paraprofessionals)

The district shall provide physical education teachers with continuing professional development, including classroom management and instructional strategies designed to keep students engaged and active and to enhance the quality of physical education instruction and assessment.

(cf. 4131 - Staff Development)
 (cf. 5121 - Grades/Evaluation of Student Achievement)

Physical Fitness Testing

The Superintendent or designee shall annually administer the physical fitness test designated by the State Board of Education (FITNESSGRAM) to students in grades 5, 7, and 9. (Education Code 60800; 5 CCR 1041)

Temporary Exemptions

The Superintendent or designee may grant a student a temporary exemption from physical education under either of the following conditions: (Education Code 51241)

1. The student is ill or injured and a modified program to meet the student's needs cannot be provided.

2. The student is enrolled for one-half time or less.

Two-Year Exemptions

With the student's consent, the Superintendent or designee may exempt a student from physical education courses for any two years during grades 10-12 provided that the student has satisfactorily met at least five of the six standards of the FITNESSGRAM in grade 9. (Education Code 51241)

Upon request by students and/or their parents/guardians, the Superintendent or designee may administer the FITNESSGRAM to students in grades 10-12 who need to pass the test in order to qualify for a two-year exemption from physical education courses.

Students in grades 10-12 who have been granted a two-year exemption shall be offered a variety of elective physical education courses of not less than 400 minutes each 10 school days. (Education Code 33352, 51222)

Such students shall not be permitted to attend fewer total hours of courses and classes than they would have attended if enrolled in a physical education course. (Education Code 51241)

(cf. 6112 - School Day)

Permanent Exemptions

The Superintendent or designee may grant a student a permanent exemption from physical education under any of the following conditions: (Education Code 51241)

1. The student is age 16 years or older and has been enrolled in grade 10 for one or more academic years. However, such a student shall not be permitted to attend fewer total hours of courses and classes than the student would have attended if enrolled in a physical education course.
2. The student is enrolled as a postgraduate student.
3. The student is enrolled in a juvenile home, ranch, camp, or forestry camp school with scheduled recreation and exercise.

Students who have been granted a permanent exemption shall be offered a variety of elective physical education courses of not less than 400 minutes each 10 school days. (Education Code 33352)

Other Exemptions

The Superintendent or designee may grant a student an exemption from physical education under the following special circumstances:

1. When the student is in any of grades 10-12 and is excused for up to 24 clock hours in order to participate in automobile driver training. However, any such student shall attend a minimum of 7,000 minutes of physical education instruction during the school year. (Education Code 51222)
2. When the student is in any of grades 10-12, attends a regional occupational center or program, and, because of the travel time involved, would experience hardship to attend physical education courses. Any such student shall have a minimum school day of 180 minutes. (Education Code 52316)

(cf. 6178.2 - Regional Occupational Center/Program)

3. When the student is in high school and is engaged in a regular school-sponsored interscholastic athletic program carried on wholly or partially after regular school hours. (Education Code 51242)

(cf. 6145.2 - Athletic Competition)

Program Evaluation

The Superintendent or designee shall annually report to the Board each school's FITNESSGRAM results for each applicable grade level. The Superintendent or designee shall also report to the Board regarding the number of instructional minutes offered in physical education for each grade level, the number of two-year and permanent exemptions granted pursuant to Education Code 51241, and any other data agreed upon by the Board and the Superintendent or designee to evaluate program quality and the effectiveness of the district's program in meeting goals for physical activity and student well-being.

(cf. 0500 - Accountability)

(cf. 6190 - Evaluation of the Instructional Program)

Legal Reference:

EDUCATION CODE

220 Prohibition of discrimination

221.5 Sex equity in education

33126 School accountability report card

33350-33354 CDE responsibilities re: physical education

35256 School accountability report card

44250-44277 Credential types

49066 Grades; physical education class

51210 Course of study, grades 1-6

51220 Course of study, grades 7-12

51222 Physical education

51223 Physical education, elementary schools

51241 Temporary, two-year or permanent exemption from physical education

51242 Exemption from physical education for athletic program participants

52316 Excuse from attending physical education classes; regional occupational center/program

60800 Physical performance test

CODE OF REGULATIONS, TITLE 5

1040-1044 Physical performance test

1047-1048 Testing variations and accommodations

3051.5 Adapted physical education for individuals with exceptional needs

4600-4670 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary educational programs receiving state or federal financial assistance

10060 Criteria for high school physical education programs

80020 Additional assignment authorizations for specific credentials

80037 Designated subjects teaching credential; special teaching authorization in physical education

80046.1 Added authorization to teach adapted physical education

UNITED STATES CODE, TITLE 29

794 Rehabilitation Act of 1973, Section 504

UNITED STATES CODE, TITLE 42

1758b Local wellness policy

CODE OF FEDERAL REGULATIONS, TITLE 34

106.33 Nondiscrimination on the basis of sex; comparable facilities

106.34 Nondiscrimination on the basis of sex; access to classes and schools

300.108 Assistance to states for the education of children with disabilities; physical education

ATTORNEY GENERAL OPINIONS

53 Ops.Cal.Atty.Gen. 230 (1970)

COURT DECISIONS

Doe v. Albany Unified School District (2010) 190 Cal.App.4th 668

Cal200 et al. v. San Francisco Unified School District et al. (2013), San Francisco Superior Court, Case No. CGC-13-534975

Cal200 et al. v. Oakland Unified School District et al. (San Francisco Superior Court, Case No. CPF-14-513959

Management Resources:

CSBA PUBLICATIONS

Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies, 2012

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, 2012

Active Bodies, Active Minds: Physical Activity and Academic Achievement, Fact Sheet, February 2010

Maximizing Opportunities for Physical Activity Through Joint Use of Facilities, Policy Brief, February 2010

Maximizing Opportunities for Physical Activity During the School Day, Fact Sheet, November 2009

Moderate to Vigorous Physical Activity in Physical Education to Improve Health and Academic Outcomes, Fact Sheet, November 2009

Physical Education and California Schools, Policy Brief, October 2007

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Physical Education Framework for California Public Schools: Kindergarten Through Grade 12, 2009

Physical Education Model Content Standards for California Public Schools: Kindergarten Through Grade 12, January 2005

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

School Health Index (SHI): A Self-Assessment and Planning Guide, Elementary School, 2017

School Health Index (SHI): A Self-Assessment and Planning Guide, Middle/High School, 2017

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

The Administrator's Assignment Manual, 2019

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLICATIONS

Physical Activity Guidelines for Americans, 2nd Edition, 2018

WEB SITES

CSBA: <http://www.csba.org>California Department of Education: <http://www.cde.ca.gov>California Healthy Kids Resource Center: <http://www.californiahealthykids.org>California Project LEAN (Leaders Encouraging Activity and Nutrition): <http://www.californiaprojectlean.org>Centers for Disease Control and Prevention: <http://www.cdc.gov>Commission on Teacher Credentialing: <http://www.ctc.ca.gov>Healthy People 2010: <http://www.healthypeople.gov>National Association for Sport and Physical Education: <http://www.pgpedia.com/n/national-association-sport-and-physical-education>President's Council on Sports, Fitness and Nutrition: <http://www.fitness.gov>U.S. Department of Health and Human Services: <http://www.health.gov>

(2/10 3/16) 7/20

Policy adopted by Shandon Board of Education: June 22, 2000 Revised:

9.10

SHANDON JOINT UNIFIED SCHOOL DISTRICT**Board Policy****BP 6159****Instruction****Individualized Education Program**

The Governing Board desires to provide full educational opportunities to all students with disabilities. Students with disabilities shall receive a free appropriate public education (FAPE) and, to the maximum extent possible, shall be educated in the least restrictive environment with nondisabled students.

(cf. 0430 - Comprehensive Local Plan for Special Education)
 (cf. 3541.2 - Transportation for Students with Disabilities)
 (cf. 4112.23 - Special Education Staff)
 (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
 (cf. 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities)
 (cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)
 (cf. 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education)
 (cf. 6159.3 - Appointment of Surrogate Parent for Special Education Students)
 (cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)
 (cf. 6164.6 - Identification and Education Under Section 504)

For each student with disabilities, an individualized education program (IEP) shall be developed which identifies the special education instruction and related services to be provided to the student. The Superintendent or designee shall develop administrative regulations regarding the membership of the IEP team, the team's responsibility to develop and regularly review the IEP, the contents of the IEP, and the development, review, and revision processes.

The district shall make FAPE available to individuals with disabilities ages 3-21 who reside in the district, including: (Education Code 56040; 20 USC 1412; 34 CFR 300.17, 300.101, 300.104)

1. Students who have been suspended or expelled from school
2. Students who are placed by the district in a nonpublic, nonsectarian school
3. Individuals age 18-21 years who are incarcerated in an adult correctional facility and were identified as being an individual with disabilities or had an IEP in their prior educational placement

Legal Reference:**EDUCATION CODE**

46392 Emergencies

51225.3 Requirements for high school graduation and diploma

56040.3 Assistive technology

56055 Rights of foster parents pertaining to foster child's education

56136 Guidelines for low incidence disabilities areas

56195.8 Adoption of policies

56321 Development or revision of IEP

56321.5 Notice to include right to electronically record

56340.1-56347 Instructional planning and individualized education program

56350-56354 IEP for visually impaired students
 56380 IEP reviews; notice of right to request
 56390-56392 Certificate of completion, special education
 56500-56509 Procedural safeguards
 60640-60649 California Assessment of Student Performance and Progress

FAMILY CODE

6500-6502 Age of majority

GOVERNMENT CODE

7572.5 Seriously emotionally disturbed child, expanded IEP team

WELFARE AND INSTITUTIONS CODE

300 Children subject to jurisdiction

601 Minors habitually disobedient

602 Minors violating law defined as crime

CODE OF REGULATIONS, TITLE 5

853-853.5 State assessments, accommodations

3021-3029 Identification, referral and assessment

3040-3043 Instructional planning and the individualized education program

3051-3053 Implementation of the individualized education program

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act of 1974

1400-1482 Individuals with Disabilities Education Act

CODE OF FEDERAL REGULATIONS, TITLE 34

300.1-300.818 Individuals with Disabilities Education Act

COURT DECISIONS

Marshall v. Monrovia Unified School District, (9th Circuit, 2010) 627 F.3d 773

Schaffer v. Weast (2005) 125 S. Ct. 528

Shapiro v. Paradise Valley Unified School District, No. 69 (9th Circuit, 2003) 317 F.3d 1072

Sacramento City School District v. Rachel H. (9th Cir. 1994) 14 F.3d 1398

Endrew F. v. Douglas County School District Re-1, 137 S. Ct. 988

ATTORNEY GENERAL OPINIONS

85 Ops.Cal.Atty.Gen. 157 (2002)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Frequently Asked Questions: Promotion, Retention, and Grading (Students with Disabilities)

California Practitioners' Guide for Educating English Learners with Disabilities, July 2019

WEB SITES

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

U.S. Department of Education, Office of Special Education and Rehabilitative Services:

<http://www.ed.gov/about/offices/list/osep>

(3/03 11/03) 3/06 7/20

Adopted by Shandon Joint Unified Board of Trustees: July 18, 2000

Revised: April 14, 2009

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Board Policy

Procedural Safeguards And Complaints For Special Education

BP 6159.1

Instruction

The Governing Board recognizes its obligation to provide a free appropriate public education (FAPE) to students with disabilities and to uphold the rights of parents/guardians to be involved in educational decisions regarding their child. Parents/guardians of students with disabilities shall receive written notice of their rights under the federal Individuals with Disabilities Education Act.

- (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
- (cf. 5145.6 - Parental Notifications)
- (cf. 6159 - Individualized Education Program)
- (cf. 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education)
- (cf. 6159.3 - Appointment of Surrogate Parent for Special Education Students)
- (cf. 6159.4 - Behavioral Interventions for Special Education Students)
- (cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

Whenever there is a dispute between the district and the parent/guardian of a student with disabilities regarding the identification, assessment, or educational placement of the student or the provision of FAPE to the student, the Superintendent or designee shall encourage the early, informal resolution of the dispute at the school level to the extent possible. The district or parent/guardian may also request mediation and/or a due process hearing in accordance with law, Board policy, and administrative regulation.

The Superintendent or designee shall represent the district in any due process hearings conducted with regard to district students and shall inform the Board about the result of the hearing.

Any complaint alleging the district's noncompliance with federal or state laws or regulations related to the provision of a free appropriate public education to students with disabilities shall be filed in accordance with 5 CCR 3200-3205.

Legal Reference:

EDUCATION CODE

- 56000 Education for individuals with disabilities
- 56001 Provision of the special education programs
- 56020-56035 Definitions
- 56195.7 Written agreements
- 56195.8 Adoption of policies for programs and services
- 56300-56385 Identification and referral, assessment
- 56440-56447.1 Programs for individuals between the ages of three and five years
- 56500-56509 Procedural safeguards, including due process rights
- 56600-56606 Evaluation, audits and information
- CODE OF REGULATIONS, TITLE 5
- 3000-3100 Regulations governing special education, especially:
- 3080-3089 Procedural safeguards
- 3200-3205 Special education compliance complaints

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

1400-1482 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act

UNITED STATES CODE, TITLE 42

11434 Homeless assistance

CODE OF FEDERAL REGULATIONS, TITLE 34

99.10-99.22 Inspection, review and procedures for amending education records

104.36 Procedural safeguards

300.1-300.818 Assistance to states for the education of students with disabilities, especially:

300.150-300.153 State compliance complaints

300.500-300.520 Procedural safeguards and due process for parents and students

COURT DECISIONS

Winkelman v. Parma City School District, (2007) 550 U.S. 516

Management Resources:

WEB SITES

California Department of Education, Special Education: <http://www.cde.ca.gov/sp/se>

Office of Administrative Hearings, Special Education Division:

<http://www.dgs.ca.gov/OAH/Case-Types/Special-Education>

U.S. Department of Education, Office of Special Education Programs:

<http://www.ed.gov/about/offices/list/osep>

(11/06 3/09) 7/20

Policy adopted by Shandon Board of Education: July 18, 2000 Revised:

9.12

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Board Policy

BP 6159.2

Instruction

Nonpublic, Nonsectarian School And Agency Services For Special Education

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

(cf. 0430 - Comprehensive Local Plan for Special Education)

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

No district student shall be placed in an NPS/A unless the student's individualized education program (IEP) team has determined that an appropriate public education alternative does not exist and that the placement is appropriate for the student. (Education Code 56342.1)

(cf. 6159 - Individualized Education Program)

The district shall pay to the NPS/A the full amount of the tuition or fees, as applicable, for students with disabilities who are enrolled in programs or receiving services provided by the NPS/A. (Education Code 56365)

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

(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)

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

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

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

(cf. 1431 - Waivers)

Legal Reference:

EDUCATION CODE

56034-56035 Definitions of nonpublic, nonsectarian school and agency
56042 Placement not to be recommended by attorney with conflict of interest
56101 Waivers
56163 Certification
56168 Responsibility for education of student in hospital or health facility school
56195.8 Adoption of policies
56342.1 Individualized education program; placement
56360-56369 Implementation of special education
56711 Computation of state aid
56740-56743 Apportionments and reports
56760 Annual budget plan; service proportions
56775.5 Reimbursement of assessment and identification costs
56836.20-56836.21 Special education funding; SELPA contracts with nonpublic nonsectarian schools

FAMILY CODE

7911-7912 Interstate compact on placement of children

GOVERNMENT CODE

7570-7587 Interagency responsibilities for providing services to disabled children; especially:
7572.55 Seriously emotionally disturbed child; out-of-state placement

WELFARE AND INSTITUTIONS CODE

362.2 Out-of-home placement for IEP
727.1 Out-of-state placement of wards of court

CODE OF REGULATIONS, TITLE 5

3001 Definitions
3051-3051.24 Special education; standards for related services and staff qualifications
3060-3070 Nonpublic, nonsectarian school and agency services

UNITED STATES CODE, TITLE 20

1400-1487 Individuals with Disabilities Education Act

CODE OF FEDERAL REGULATIONS, TITLE 34

300.129-300.148 Children with disabilities in private schools

COURT DECISIONS

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

Management Resources:

WEB SITES

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

U.S. Department of Education, Office of Special Education and Rehabilitative Services:
<http://www.ed.gov/about/offices/list/osers>

(6/99 4/13) 7/20

Adopted by Shandon Board of Trustees: November 10, 2009

Revised:

9.13

Legal Consortium
San Luis Obispo County Office of Education
3350 Education Drive
San Luis Obispo, CA 93405
(805) 543-7732

MEMORANDUM OF UNDERSTANDING

Between
San Luis Obispo County Office of Education
And
San Luis Obispo County Local Education Agencies (LEAs)

SHANDON JOINT UNIFIED SCHOOL DISTRICT

This Memorandum of Understanding (MOU) is established between the **San Luis Obispo County Local Education Agencies referred to as LEAs**, and the **San Luis Obispo County Office of Education hereinafter referred to as SLOCOE**.

The period covered by this agreement shall be from July 1, 2020, to June 30, 2021.

Based on the needs of the approved Legal Consortium, SLOCOE as the operating agency and fiscal agent describes the requested activities that may be undertaken on behalf of the LEAS for reimbursement by SLOCOE.

The SLOCOE agrees to facilitate countywide LEA legal responses agreed upon at the Superintendent's Council, provide legal counsel at the Superintendent's Council meetings as appropriate, and provide an evening meeting with legal updates for superintendents and board presidents (or designee) during the 2020-2021 academic year. The intent is to make these services portable and available during the 2020-2021 academic year. With funds from the consortium, SLOCOE agrees to pay Lozano Smith for the work products delivered.

LEAs agree to provide feedback on services required, approve requests, and facilitate input for legal consortium activities. Each LEA agrees to pay SLOCOE their proportional Legal Consortium related expenses and costs **not to exceed \$1,000.00 unless approved by each LEA**. Each LEA reimbursed SLOCOE approximately \$1,000.00 during the 2019-2020 school year for Legal Consortium related services.

The parties agree that if any provision in this MOU should be found to be inconsistent or contrary to federal or state law or regulation, then federal or state requirements shall be applied.

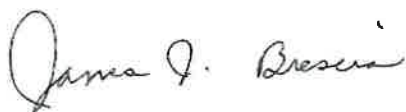
San Luis Obispo County Office of Education (SLOCOE)

1. SLOCOE agrees to administer the Legal Consortium requests.
2. SLOCOE agrees to serve as the operating agency and fiscal agent for the Legal Consortium.
3. SLOCOE agrees to assume fiscal responsibility, fiscal policies and procedures, and allowable uses of Legal Consortium funds.
 - a. SLOCOE shall ensure that timely invoices and payments are acted upon.
 - b. SLOCOE shall complete and provide backup documentation as requested.
4. SLOCOE agrees that Legal Consortium funds only cover Lozano Smith services related to the approved Legal Consortium requests.

Local Education Agencies (LEAs)

1. Each LEA agrees to provide input and approval related to Legal Consortium services.
2. Each LEA agrees to reimburse SLOCOE the proportional cost of approved services.
3. Each LEA shall support and assist SLOCOE with activities related to the Legal Consortium.

In witness whereof, the following parties have executed this agreement:



James Brescia, Ed.D., County Superintendent
San Luis Obispo County Office of Education



Kristina Benson, Superintendent
Shandon Joint Unified School District

Date: 9/15/2020

Date **9/22/20**

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees

MEETING DATE: 10/06/20

10.1

AGENDA ITEM TITLE:

Approval of Resolution 2020-21-07 Development Fee Report and the Five-Year Development Fee Summary

PREPARED BY:

Maria Ruelas

AGENDA SECTION:

☐ Reports ☐ Consent ☐ Action ☐ First Reading ☐ Information ☒ Resolution

SUMMARY:

Government Code sections 66001 and 66006 impose certain requirements on public agencies that levy development fees. Districts collecting development fees must make an annual accounting of those fees available to the public. The Board must pass a resolution regarding the annual accounting of these Development Fees. The resolution and attachments have been on display in the District Office since 09/28/20.

In addition, Government Code section 66001(d) requires that for the fifth fiscal year following the first deposit into each account or fund, and every five years thereafter, the District must make an accounting summary of funds received and funds expended. For the current year, please see Attachment #2 which describes funds received for the 2019-20 fiscal year. Attachment #3 is the five-year summary of funds from 2014-2020 required by Government Code section 66001(d).

RECOMMENDED ACTION:

Approval of Resolution 2020-21-07, 2019-20 Development Fee Report and the Five-Year Development Fee Summary

**RESOLUTION 2020-21-07 OF THE GOVERNING BOARD OF THE
SHANDON JOINT UNIFIED SCHOOL DISTRICT REGARDING
ANNUAL ACCOUNTING OF DEVELOPMENT FEES
FOR 2019-20 FISCAL YEAR
IN THE FOLLOWING FUND OR ACCOUNT:
Capital Facilities Fund 25
(Government Code sections 66001(d) & 66006(b))**

1. Authority and Reasons for Adopting this Resolution.

- A. This District has levied school facilities fees pursuant to various resolutions, the most recent of which is dated 6/05/18 and is referred to herein as the "School Facilities Fee Resolution" and is hereby incorporated by reference into this Resolution. These resolutions were adopted under the authority of Education Code section 17620. These fees have been deposited in the following fund or account:

Capital Facilities fund 25 (the "Fund"):

B. Government Code sections 66001(d) and 66006(b) require this District to make an annual accounting of the Fund and to make additional findings every five years if there are any funds remaining in the Fund at the end of the prior fiscal year;

C. Government Code sections 66001(d) and 66006(b) further require that the annual accounting of the Fund and those findings be made available to the public no later than December 28, 2019, that this information be reviewed by this Board at its next regularly scheduled board meeting held no earlier than 15 days after they become available to the public, and that notice of the time and place of this meeting (as well as the address at which this information may be reviewed) be mailed at least 15 days prior to this meeting to anyone who has requested it;

D. The Superintendent has informed this Board that a draft copy of this Resolution (along with Exhibits A and B which are hereby incorporated by reference into this Resolution) was made available to the public on September 28, 2020. The Superintendent has further informed this Board that notice of the time and place of this meeting (as well as the address at which this information may be reviewed) was mailed at least 15 days prior to this meeting to anyone who had requested it;

E. The Superintendent has also informed this Board that there is no new information which would adversely affect the validity of any of the findings made by this Board in its School Facilities Fee Resolution.

2. What This Resolution Does.

This Resolution makes various findings and takes various actions regarding the Fund as required by and in accordance with Government Code sections 66001(d) and 66006(b).

3. Findings Regarding the Fund.

Based on all findings and evidence contained in, referred to, or incorporated into this Resolution, as well as the evidence presented to this Board at this meeting, the Board finds each of the following with respect to the Fund for the 2019-2020 Fiscal Year:

A. In reference to Government Code section 66006(b)(2), the information identified in section 1 above is correct;

B. In further reference to Government Code section 66006(b)(2), this Board has reviewed the annual accounting for the Fund as contained in Exhibit A and determined that it meets the requirements set forth in Government Code section 66006(b)(1);

C. In reference to Government Code section 66001(d)(1), and with respect only to that portion of the Fund remaining unexpended at the end of the 2019-20 Fiscal Year, the purpose of the fees is to finance the construction or reconstruction of school facilities necessary to reduce overcrowding caused by the development on which the fees were levied, which facilities are more specifically identified in Exhibit B;

D. In reference to Government Code section 66001(d)(2), and with respect only to that portion of the Fund remaining unexpended at the end of the 2019-20 Fiscal Year, the findings and evidence referenced above demonstrate that there is a reasonable relationship between the fee and the purpose for which it is charged;

E. In reference to Government Code section 66001(d)(3), and with respect only to that portion of the Fund remaining unexpended at the end of the 2019-20 Fiscal Year, all of the sources and amounts of funding anticipated to complete financing in any incomplete improvements identified as the use to which the fees are to be put are identified in Exhibit B;

F. In reference to Government Code section 66001(d)(4), and with respect only to that portion of the Fund remaining unexpended at the end of the 2019-20 Fiscal Year, the approximate dates on which the funding referred to in paragraph E above is expected to be deposited into the appropriate account or fund is designated in Exhibit B; and

G. In reference to the last sentence of Government Code section 66001(d), because all of the findings required by that subdivision have been made in connection with the fees that were levied in paragraphs C-F above, the District is not required to refund any moneys in the Fund as provided in Government Code section 66001(e).

4. Superintendent Authorized to Take Necessary and Appropriate Action.

The Board further directs and authorizes the Superintendent to take on its behalf such further action as may be necessary and appropriate to effectuate this Resolution.

5. Certificate of Resolution.

I, Marlene Thomason, President of the Governing Board of the Shandon Joint Unified School District of San Luis Obispo County, State of California, certify that this Resolution proposed by _____, seconded by _____, was duly passed and adopted by the Board, at an official and public meeting this 6th day of October, 2020, by the following vote:

AYES:

NOES:

ABSENT:

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Marlene Thomason, President of the Board

Nataly Ramirez, Clerk of the Board

EXHIBIT A

**TO RESOLUTION REGARDING
ANNUAL ACCOUNTING OF DEVELOPMENT FEES
FOR FISCAL YEAR 2019-20
FOR THE FOLLOWING FUND OR ACCOUNT:**

Capital Facilities Fund 25 (the "Fund")

Per Government Code section 66006(b) (1) (A-H) as indicated:

- A. A brief description of the type of fee in the Fund:

Statutory school facilities fees.

- B. The amount of the fee.

**\$3.79 per square foot of assessable space of residential construction; and
\$0.61 per square foot of covered and enclosed space of commercial/industrial
construction; but subject to the district's determination that a particular project is exempt
from all or part of these fees.**

- C. The beginning and ending balance of the Fund.

See Attachment 1.

- D. The amount of the fees collected and the interest earned.

See Attachment 1.

- E. An identification of each public improvement on which fees were expended and the amount of the expenditures on each improvement, including the total percentage of the cost of the public improvement that was funded with fees.

Not applicable.

- F. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement, as identified in paragraph (2) subdivision (a) of section 66001, and the public improvement remains incomplete:

Not applicable.

- G. A description of each interfund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, and, in the case of an interfund loan, the date on which the loan will be repaid and the rate of interest that the account or fund will receive on the loan:

The District has not made any such interfund transfers or loans.

- H. The amount of refunds made pursuant to subdivision (e) of section 66001 and any allocations pursuant to subdivision (f) of section 66001:

No refunds or allocations were made pursuant to subdivision (e) or (f) of section 66001.

EXHIBIT B

**TO RESOLUTION REGARDING
ANNUAL ACCOUNTING OF DEVELOPMENT FEES
FOR FISCAL YEAR 2019-20
FOR THE FOLLOWING FUND OR ACCOUNT:**

Capital Facilities Fund 25 (the “Fund”)

Per Government Code section 66001 (d)(1)-(4) as indicated:

- A. With respect to only that portion of the Fund remaining unexpended at the end of the 2019-20 Fiscal Year, the purpose of the fees is to finance the construction or reconstruction of school facilities necessary to reduce overcrowding caused by the development on which the fees were levied, which facilities are more specifically identified as follows:
 - 1. Completion of Sports Field
 - 2. Completion of ongoing reconstruction projects as funds are available
- B. See section 3.D of the Resolution.
- C. With respect to only that portion of the Fund remaining unexpended at the end of the 2019-20 Fiscal Year, the sources and amounts of funding anticipated to complete financing in any incomplete improvements identified in paragraph A above are as follows:
 - 1. Sports Field – no funds available at this time
 - 2. Reconstruction and upgrades cost not known at this time
- D. With respect to only that portion of the Fund remaining unexpended at the end of the 2019-20 Fiscal Year, the following are the approximate dates on which the funding referred to in paragraph C above is expected to be deposited into the appropriate account or fund: July 1, 2019.
 - 1. Unknown at this time

ANNUAL REPORT OF DEVELOPER FEES

School District Name: Shandon Joint Unified School District
Reporting Period: July 1, 2019 - June 30, 2020
Date Report Made Available to the Public: September 28, 2020
Date Report Presented to the Board: October 6, 2020

DESCRIPTION OF THE TYPE AND AMOUNT OF THE FEE

This district has levied school facilities fees pursuant to various resolutions, the most recent of which is dated 1/28/18. These resolutions were adopted under the authority of Government Code Section 53080 for the purpose of funding the construction or reconstruction of school facilities.

The amount collected by this district is \$3.79 per square foot of assessable space of residential construction; and \$.61 per square foot of covered and enclosed space of commercial/industrial construction; but subject to the district's determination that a particular project is exempt from all or part of these fees.

**ANNUAL DEVELOPER FEE REPORT
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED JUNE 30 ,2019**

DESCRIPTION	ACCOUNT CODE	TOTALS
<i>BEGINNING BALANCE</i>		54,818.96
REVENUE		
Mitigation/Developer Fees (Schedule A)	8681	21,269.48
Interest Income	8660	1,535.48
Other Income	8699	-
TOTAL REVENUE		22,804.96
EXPENDITURES		
Salaries & Benefits	1000-3999	-
Adminstration		-
Equipment	4000-4999	-
Services, Other Operating Expenses*	5000-5999	-
Travel & Conference		-
Rentals, Leases and Repairs		-
Other Services & Operating Expenses		-
Capital Outlay	6000-6599	-
Sites & Improvements of Sites*		-
Buildings & Improvements		20,000.00
TOTAL EXPENDITURES		20,000.00
OTHER FINANCING SOURCES/USES		
Transfers Out	7610-7629	-
Uses*	7438-7439	-
TOTAL OTHER SOURCES/USES		-
<i>ENDING BALANCE</i>		<u>\$ 57,623.96</u>

*Expenditures

OBJT	Beg. Balance/ Adjusted Budget	Current Activity	Year to date Activity	Encumbrances	Balance	Used
Beginning balance						
9110 CASH IN COUNTY TREASURY	54,818.96	2,804.96	2,804.96	0.00	57,623.92	
TOTAL Beginning balance	54,818.96	2,804.96	2,804.96	0.00	57,623.92	
Current year revenue						
8660 INTEREST	1,535.00	1,535.48	1,535.48	0.00	0.48	100.0
8681 MITIGATION/DEVELOPER FEES	21,270.00	21,269.48	21,269.48	0.00	0.52	100.0
8980 CONTRIBUTIONS FR UNRESTR REV	0.00	0.00	0.00	0.00	0.00	N/A
TOTAL Current year revenue	22,805.00	22,804.96	22,804.96	0.00	0.04	
*TOTAL Beginning balance + Revenue	77,623.96	77,623.92	77,623.92			*
Expense						
6200 BUILDINGS & IMPROVEMNT OF BLDG	20,000.00	20,000.00	20,000.00	0.00	0.00	100.0
TOTAL Expense	20,000.00	20,000.00	20,000.00	0.00	0.00	
Ending balance						
9790 FUND BAL-UNDESIG/UNAPPROP	500.00-	19,932.00	19,932.00	0.00	19,432.00	
9791 FUND BAL-BEGINNING BALANCE	54,818.96-	0.00	0.00	0.00	54,818.96-	
TOTAL Ending balance	55,318.96-	19,932.00	19,932.00	0.00	35,386.96-	
**Fund balance	57,623.96	57,623.92	57,623.92			**

**SHANDON JOINT UNIFIED SCHOOL DISTRICT
DEVELOPER FEE
SUMMARY OF LAST FIVE YEARS (2014-2020)
REVENUES/EXPENSES**

	<u>REVENUES</u>	<u>EXPENSES</u>
2014-15 Beginning Balance	\$10,254.18	
2014-15	\$35.49	
2015-16	\$4,502.52	
2016-17	\$12,764.12	\$0.00
2017-18	\$2,985.49	\$0.00
2018-19	\$26,490.12	\$2,212.96
2019-20	\$22,804.96	\$20,000.00
Totals	\$79,836.88	\$22,212.96
Balance as of 6/30/19		<u>\$57,623.96</u>
(Beg Bal + Revenue - Expenses)		

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees

MEETING DATE: October 6, 2020

10.2

AGENDA ITEM TITLE:

Discussion and Approval of District Wide Safe School Plan 2020-21

PREPARED BY:

K. Benson

AGENDA SECTION:

☐ Reports ☐ Consent ☒ Discussion/Action ☐ First Reading ☐ Information ☐ Resolution

SUMMARY:

- Districts are required to develop a District-Wide Safe School Plan designed to prevent or minimize the effects of serious violent incidents and emergencies.

RECOMMENDED ACTION:

Shandon Joint Unified School District

District Wide Safe School Plan



**for
Shandon Elementary School
Parkfield Elementary School
Shandon High School**

2020-2021

Board Approved



District Wide Comprehensive Support Programs

Shandon Joint Unified School District

Vision

The schools in the Shandon Joint Unified School District will provide a safe environment where students learn to respect themselves, others and their surroundings, resulting in an environment conducive to high academic achievement.

Mission

Shandon Joint Unified School District is committed to providing a quality education in a safe environment which empowers students with the skills, knowledge and attitudes necessary for success.

District Wide Comprehensive Support Programs

Programs that promote Safe and Drug Free Schools for all students

Elementary Schools

- ❖ Character Counts
- ❖ CC Boys and Girls Club After-School Club
- ❖ Counseling, "Circle of Friends"
- ❖ Red Ribbon Week

Middle School

- ❖ CC Boys and Girls Club After-School Events
- ❖ GREAT
- ❖ Friday Night Live
- ❖ Resource Officer from Sheriff's Department Available five days a week
- ❖ Drug & Alcohol Services Counselor through Friday Night Live Grant

High School

- ❖ Friday Night Live
- ❖ Resource Officer from Sheriff's Department Available five days a week
- ❖ Weekly Counseling by Drug & Alcohol Services Counselor through FNL Grant
- ❖ Thrive! Counselors
- ❖ FFA Program

Support Funded in part by:

- ❖ Safety Incentive Funds
- ❖ FNL Grant – Drug and Alcohol Services Funded Counselor
- ❖ Carl Perkins Grant
- ❖ District Contribution

District Wide Comprehensive Support Programs

Dr. Kristina Benson, District Coordinator (805) 238-0286

Safe School Plan
Support Groups
School Activities to Promote Positive Values

Shannon Kepins, Site Coordinator (805) 238-1782

Shandon Elementary and Parkfield Elementary
Support Groups
School Activities to Promote Positive Values

Amanda Dobberpuhl, Site Coordinator (805) 238-0286

Shandon High School
Safe and Drug-Free Schools
Circle of Friends

Dr. Kristina Benson, Coordinator (805) 238-0286

Shandon District MOT & Safety Director

Friday Night Live (FNL) Support Counselor (805) 238-0286

Andy Needles, School Psychologist (805) 238-0286

Funding Cycle

2020-2021

Safe Schools Incentive	Funded by the District
Crossing Guard	Funded by the District
Playground Supervisors	Funded by the District

Programs to Meet Individual Needs of Students

Student Referred by Teacher, Administrator, Parent, or Self

- ❖ Student Study Team
- ❖ Reading Intervention
- ❖ Professional Development/Collaboration
- ❖ Counseling
- ❖ CC Boys and Girls After-School Club
- ❖ Drug & Alcohol Specialist Counseling through FNL Grant (K-12)
- ❖ Thrive! Counselors
- ❖ After School Tutoring

Safe School and Violence Prevention Act

Goal: To make the schools safer by reducing and preventing acts of violence on campus.

Strategies:

- ❖ Bullying Awareness, Conflict Resolution, Restorative Justice Practices, Emergency Response, Staff Professional Development
- ❖ Citizenship Rewards
- ❖ School Resource Officer Presentations
- ❖ Cooperation and Collaboration with Local Law Enforcement
- ❖ Campus Supervision
- ❖ Crossing Guard
- ❖ Teacher-Parent/Administrative Conferences
- ❖ Behavior Plans and Contracts
- ❖ Lock Block on Doors
- ❖ Emergency Response Drills
- ❖ SHS & Middle School FNL Activities for high school (Awareness Week and Teen Issues Day)

Safe & Drug-Free Schools

Goal: To attain totally drug-free and violence-free campuses where students can excel academically and socially.

Strategies:

- ❖ Resource Officer from the Sheriff's Department available five days a week
- ❖ SLO County Sheriff GREAT Program
- ❖ Red Ribbon Week Activities – K-8
- ❖ Counseling Services- K-12
- ❖ Health Education
- ❖ Conflict Resolution Programs (School based and Thrive!)
- ❖ Drug, Violence and Gang Prevention Staff Professional Development
- ❖ Communications to Families in English and Spanish on Bullying and Gang Violence Prevention
- ❖ SHS & SES Library Bullying and School Violence Prevention Videos and Books
- ❖ Conferences
- ❖ Athletics Random Drug-Testing
- ❖ Campus Supervisors
- ❖ Good Attendance Awards
- ❖ Academic Excellence Awards

Student Counseling and Support Groups

Goal: All students will have access to counseling and support services for their individual needs.

Strategies:

- ❖ School Counselor Counseling
- ❖ Friday Night Live Drug and Alcohol Services Counseling
- ❖ Counseling Services Provided by the School Psychologist
- ❖ Referrals for the Student and Family to County Public Service Agencies
- ❖ Thrive! Counselors

Teenage Pregnancy Prevention

Goal: To prevent teenage pregnancies in the student population.

Strategies:

- ❖ Maturation Films Shown, by the School Nurse, Annually to 5th Grade Students. Parent Consent Required.
- ❖ Health Classes
- ❖ Teen Aid Program in the Health Ed Class
- ❖ High School Supplemental Health Instructional Materials, DVD's & Videos, Reviewed and Approved by Planned Parenthood in April 2010
- ❖ CAPSLO Health Education Program Each Year

Safe and Drug Free (SDFSC) & Tobacco Use

Goal: Provide information that discourages students from smoking now and in the future resulting in a reduction of the number of student smokers.

Strategies:

- ❖ Risks of Smoking Health Lessons
- ❖ Red Ribbon Week Activities
- ❖ Sheriff Department's School Resource Officer Presentation on Tobacco and Drug Use
- ❖ Counselor Provided Information As Requested
- ❖ Student Referrals to Cessation Programs
- ❖ Campus Posting of Permanent "Tobacco Free Campus" Signs
- ❖ SHS Library Collection of Books and Videos On Smoking and Smokeless Tobacco
- ❖ Anti-vaping posters and assemblies
- ❖ Anti-vaping bathroom monitoring

Component 1: Personal Characteristics of Students and Staff

Goal: Students and staff feel safe, confident, and secure in the schools, enabling them to excel in their efforts.

Areas of Pride:

1. Students and staff are held to high standards of behavior. The standards emphasize respect for others by: a) respecting and appreciating cultural differences; b) using respectful language and behaviors; c) adhering to the dress code (for students); d) stopping bullying; and e) peaceful conflict resolution.
2. Staff demonstrates a high level of going “above and beyond” to meet student needs.
3. Programs are in place throughout the District to promote self-regulation of aggressive/violent behaviors as early childhood is a key stage in the development of such behaviors.
4. Student achievements are celebrated, work is displayed, and honor roll lists are posted and published.
5. Student/parent handbooks, newsletters, and most communications are sent home in English and Spanish.
6. Strong student leadership teams are very involved in school activities.

Areas for Desired Change:

1. Motivate students to set more goals for academic success and strive to their utmost to achieve them.
2. Eliminate drug, alcohol, and tobacco use among the student population.
3. Develop more comprehensive needs assessments for staff and students.
4. Increase parent involvement.
5. Reduce teen pregnancies.

Objective	Activities	Person(s) Responsible/Title	Timeline
<u>Professional Development</u> Staff will participate in Professional Development annually: <ul style="list-style-type: none"> • Child abuse reporting policies • Disaster response procedures • Discipline procedures, including suspension/expulsion policies, and notification of expelled students • Sexual harassment policy • School-wide dress code 	<ol style="list-style-type: none"> 1. Shandon Joint Unified School District Professional Development Training Days 2. Online SIPE Training Modules 3. SLOCOE Professional Development Trainings 	Dr. Kristina Benson, Superintendent Shannon Kepins, SES Principal	Professional Development schedule initiated the first three days of the school year each year and continued throughout the year.

<ul style="list-style-type: none"> • Safety on campus, safe ingress and egress from campus • Hate crime policies/procedures • Suicide Prevention <p><u>Physical/Health Concerns</u></p> <p>Administration and staff will promote and coordinate activities and programs encouraging a healthy lifestyle, focusing on prevention and intervention of alcohol, tobacco, and drug use.</p>	<ol style="list-style-type: none"> 1. Friday Night Live activities, 2. Open House Community Outreach Night 3. Community Agency Presentations on Alcohol, Tobacco, and Drug Intervention 4. Harvest of the Month and Children's Farmers Market 5. Family Movie Night 6. Conflict Resolution, Cultural Awareness, Drug and Alcohol Use Prevention, Gang Involvement Prevention, and Bullying Prevention Professional Development 7. Red Ribbon Week 	<p>FNL Coordinator</p> <p>FNL Coordinator</p> <p>District Counselor</p> <p>Shandon District Cafeteria Manager</p> <p>SES Staff</p> <p>Shannon Kepins, SES Principal Dr.Kristina Benson, Superintendent</p> <p>ASB Advisor</p>	<p>FNL Meetings will be held at least twice a month.</p> <p>Open House Community Outreach will be held in September of each year.</p> <p>Community agency presentations will be held periodically throughout the year.</p> <p>Harvest of the Month and Children's Farmers Market will be held monthly throughout the school year.</p> <p>Family Movie Night will be held once a trimester.</p> <p>Professional Development initiated by August 31 each year and updated throughout the year.</p> <p>Red Ribbon Week activities will be held the last week of October.</p>
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<p><u>Ethnic/Cultural Diversity</u></p> <p>All students and staff will be recognized and respected for their ethnic and cultural diversity.</p>	<ol style="list-style-type: none"> 1. Curriculum Embedded with Ethnic/Cultural Diversity 2. Ethnic/Cultural Diverse Hiring Practices 3. Translation of all District Publications to Spanish 4. Celebrations of Special Cultural Events 	<p>District Staff</p> <p>Dr. Kristina Benson, District Superintendent</p> <p>Bilingual Clerks</p> <p>ASB Officers/Teachers</p>	<p>Curriculum development throughout the year will include ethnic and cultural diversity.</p> <p>Candidates whose culture and ethnicity reflect those of the community will have priority in the hiring process.</p> <p>Throughout the year all written material and voice messages published by the District will be translated.</p> <p>Celebration of special cultural events will occur thought the year.</p>
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Component 2: The Schools' Physical Environments

Goal: The facilities provided by Shandon Unified School District will provide a safe environment and be a source of pride for the students, staff, and community.

Areas of Pride:

1. Shandon Elementary, Shandon High School and Parkfield Elementary School are all located centrally in their community and are an integral part of the community.
2. Custodial and maintenance staffs are supportive and responsive to requests of staff and the community.
3. Maintenance and facility repairs/modernizations are occurring through the passing of the Measure K Bond.

Areas for Desired Change:

1. Funding shortages challenge the areas of staffing and resources.
2. Emergency supplies such as tarps, blankets, water, and dried foods are inadequate to meet student and staff needs in an emergency situation.

Objective	Activities	Person(s) Responsible/Title	Timeline
<u>School Location</u> Schools will continue to be an integral part of the community and foster cooperation and support within the community.	1. Community Service and Campus Improvement Projects 2. Community Use of School Facilities	Counselor High School Class Advisors Dr. Kristina Benson, Superintendent	Projects ongoing throughout the year. Activities will occur throughout the year.
<u>School Grounds</u> Schools will maintain a "closed campus" policy with students staying on campus after arrival until being dismissed from school or being checked out of school by their parent.	1. Student Handbooks Defining Closed Campus Policy	Teacher Campus Supervising Staff	"Closed Campus" policy will be explained to students at the beginning of each year as part of the Student Handbook review. Daily monitoring of students will be done.

<p><u>School Buildings and Classrooms</u></p> <p>Classrooms will be adequate in size for the student/teacher ratio, will be clean and well-maintained, and will incorporate bulletin boards, posters, and displays.</p>	<p>2. Staff Enforcement of School Policy</p> <p>1. Periodic Room Inspections</p> <p>2. Student Work Displays</p> <p>3. Routine Cleaning of Classrooms</p> <p>4. Assessment of Student/Teacher Ratio Per Classroom Size</p>	<p>Maintenance Staff</p> <p>Teachers</p> <p>Maintenance Staff</p> <p>Dr. Kristina Benson, District Superintendent Shannon Kepins, SES Principal Maintenance Staff</p>	<p>Monthly room inspections will take place as part of the Safety Committee Meeting.</p> <p>Displays will be changed at least once a month.</p> <p>Classrooms will usually be cleaned daily or as needed.</p> <p>Student/Teacher Ratio per classroom size for each classroom will be determined at the beginning of the year and monitored throughout the year.</p>
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<p><u>Internal Security</u></p> <p>School staff will notify and collaborate with the SLO County Sheriff School Resource Officer or other law enforcement representatives as appropriate on law enforcement related incidences.</p>	<p>1. SLO County Sheriff School Resource Officer Program Participation</p> <p>2. Collaborative Relationship Between District and Law Enforcement</p>	<p>Staff School Resource Officer</p> <p>Dr. Kristina Benson, Superintendent</p> <p>All Staff</p> <p>Dr. Kristina Benson, Superintendent Maintenance Staff</p>	<p>The District will participate in partnership with SLO County Sheriff School Resource Officer Program throughout the school year.</p> <p>Collaboration will occur throughout the year.</p> <p>The Emergency Response Plan and Safe School Plan will be reviewed yearly and updated.</p> <p>Periodic planning meetings will occur throughout the year.</p>
<p>The Emergency Response Plan and Safe School Plan will be current and staff will receive training on each plan.</p>			

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Component 3: The Schools' Social Environment

Goal: Students have a positive learning environment where they have warm and supportive interactions with other students and staff.

Areas of Pride:

1. Shared-decision making is an important component in the administration of the schools.
2. District English Language Advisory Committee (DELAC), School Site Council, and Shandon Boys and Girls Club Afterschool Program enhance the school curriculum.
3. Staff regularly model mutual respect for each other.
4. An increase in bilingual staff members provides increased academic support for students at home by providing materials and resources in English and Spanish.

Areas for Desired Change:

1. There is a need for more activities to promote positive interactions and understanding of diverse cultures.
2. Parents are active in the schools, volunteering significant time in the classrooms and on field trips.

Objective	Activities	Person(s) Responsible/Title	Timeline
<u>Leadership</u> Administrators will provide clear and direct leadership, setting a positive and supportive tone for students and staff.	1. Well Organized Staff Meetings 2. Open Communication Between Administration and Staff	Dr. Kristina Benson, Superintendent Shannon Kepins, SES Principal Administration, Staff, Students, and Board Members	Site and District Staff Meetings will be held monthly throughout the year. All District stakeholders will be encouraged to participate in shared decision-making throughout the year.
<u>School Site Management</u> All staff will demonstrate respect, awareness, and appreciation of cultural diversity, and will show	1. Respectful Work Environment	All Staff Dr. Kristina Benson, Superintendent	Staff will demonstrate respect for others throughout the year.

<p>sensitivity and responsiveness to individual student needs.</p> <p><u>Classroom Organization and Structure</u></p> <p>Classroom instruction and conditions will be conducive to learning and will feature positive relations among students and staff.</p>	<p>2. Superintendent and Principal Actively Involved In All Extra-Curricular Activities</p> <p>1. Diverse Instructional Strategies Addressing Individual Student Learning Styles</p> <p>2. Student Study Teams</p>	<p>Shannon Kepins, SES Principal</p> <p>Dr. Kristina Benson Superintendent Shannon Kepins, SES Principal</p> <p>Dr. Kristina Benson, Superintendent Shannon Kepins, SES Principal Counselor RSP Teachers Classroom Teachers</p> <p>Dr. Kristina Benson, Superintendent Shannon Kepins, SES Principal Counselor</p> <p>Dr. Kristina Benson, Superintendent Shannon Kepins, SES Principal</p> <p>Dr. Kristina Benson, Superintendent Shannon Kepins, SES Principal</p> <p>Dr. Kristina Benson, Superintendent Shannon Kepins, SES Principal</p>	<p>A schedule of events will be planned before school begins each year.</p> <p>Throughout the year instruction will be monitored to verify inclusion of diverse instructional strategies.</p> <p>Held as needed to address individual student needs.</p> <p>Tutors will be scheduled at the beginning of the school year.</p> <p>Throughout the year classroom instructional time will be interrupted as little as possible.</p> <p>Bullying prevention training will occur annually at the beginning of the school year.</p> <p>Forms will be available by the first of each school year, and an adequate supply maintained throughout the year.</p>
<p>Interruptions to classroom instructional time will be minimized.</p> <p>All staff will receive training on recognizing and preventing bullying.</p>	<p>1. Emergency Only or Parent/Guardian Requested Sign Out Only Interruptions</p> <p>1. Bullying Awareness Training</p> <p>2. Incident Forms</p>		

<p><u>Discipline and Consequences</u></p> <p>Discipline procedures will be fair and consistent, clearly delineated, and will be well known by students and staff.</p>	<p>1. Collaboration With School Resource Officer</p> <p>3. K-5 Progressive Discipline and Classroom Management Plan</p> <p>4. Discipline Policies Published in Student Handbook, Newsletters, and Classroom Postings</p>	<p>Dr.Kristina Benson, Superintendent Shannon Kepins, SES Principal</p> <p>Shannon Kepins, SES Principal K-5 Staff</p> <p>Dr.Kristina Benson, Superintendent Shannon Kepins, SES Principal District Administrative Assistant Classroom Teachers</p>	<p>The School Resource Officer will be immediately notified of and included in serious discipline issues that could involve infraction of the law including truancy.</p> <p>Continued monitoring of the effects of discipline consequences and positive rewards throughout the year.</p> <p>The Discipline Policy will be published annually and/or whenever changes are made.</p>
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Component 4: The School's Culture
(The general atmosphere or spirit of the school)

Goal: Students and staff feel safe, confident, and secure in the schools, enabling them to excel in their efforts.

Areas of Pride:

1. Counselor meets regularly with students in support groups and individually.
2. Students and staff are recognized for their accomplishments and special efforts.
3. Motivational resources and programs in values, beliefs, and attitudes are available.

Areas for Desired Change:

1. There is a need for more activities featuring cultural/ethnic diversity.

Objective	Activities	Person(s) Responsible/Title	Timeline
<u>Affiliation and Bonding</u> The general atmosphere or spirit of each school will be safe, positive, and encouraging.	1. Promotion of Sense of "Family" Within School By Students, Parents, and Staff 2. Security Screening of Employees and Volunteers	Dr.Kristina Benson, Superintendent Shannon Kepins, SES Principal Dr.Kristina Benson, Superintendent District Administrative Assistant	Strategies will be developed during professional development throughout the year. Every new employee and all volunteers will complete District screening process before being allowed to work with students.
<u>Behavioral Expectations</u> Behavioral expectations will be well-known and clearly delineated.	1. Clearly Communicated Behavioral Expectations 2. Staff will model positive, encouraging, and supportive behavior for students.	Dr.Kristina Benson, Superintendent Shannon Kepins, SES Principal Teachers All staff	Behavioral expectation will be made clear to students and parents the first week of school and be reinforced throughout the year. Staff will model expected student behaviors throughout the year.

<p><u>Academic Expectations</u></p> <p>Students will be successful in their academic endeavors.</p>	<p>1. Staff Expectation of Best Effort and Performance of All Students</p> <p>2. Student Assistance Services</p> <ul style="list-style-type: none"> - Title III - Title I - ELD - Special Education - Remedial Math and Language Arts - Supplementary Classes - Ongoing Data Analysis and Evaluation - Curriculum Review Committees - Standards-Based Instruction - Tutoring - Homework Club - Remediation Classes - Reading Specialist <p>3. Effective and Productive Use of Class Time</p>	<p>Dr.Kristina Benson, Superintendent Shannon Kepins, SES Principal Teachers</p> <p>Dr.Kristina Benson, Superintendent Shannon Kepins, SES Principal Teachers</p> <p>All Staff</p>	<p>Staff expectations of students will be ongoing throughout the year.</p> <p>Services will be ongoing throughout the year as available funding allows.</p> <p>Students will be on task at all times.</p>
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<p><u>Support and Recognition</u></p> <p>Recognition will be given to students and staff for positive behaviors and accomplishments.</p>	<ol style="list-style-type: none"> 1. Immediate Recognition and Positive Feedback To Students 2. Shandon Elementary School Classroom and Playground Good Behavior Recognition 3. Shandon High School Academic Excellence Rewards 4. Good Attendance Recognition 5. Shandon Elementary School K-5 Academic Awards 6. Sports Award Presentations 7. FFA Awards Banquet 8. Shandon Elementary School 6-8 Academic Awards 9. Middle School Student of the Month 	<p>All staff</p> <p>Shannon Kepins, SES Principal Elementary School Teachers</p> <p>Dr.Kristina Benson , Superintendent ASB Advisor</p> <p>Dr.Kristina Benson, Superintendent Shannon Kepins, SES Principal Counselor</p> <p>Shannon Kepins, SES Principal Elementary School Teachers</p> <p>Dr.Kristina Benson, Superintendent Athletic Director</p> <p>Deanna Morton, Teacher Jon Fuller, Teacher</p> <p>Shannon Kepins, SES Principal Elementary School Teachers</p> <p>Middle School Teachers</p>	<p>Administration will review periodically to ensure success.</p> <p>Recognition will be given weekly.</p> <p>Awards Assemblies will be held in January and June of each year.</p> <p>Good Attendance Recognition awards will be given out at least every quarter or trimester.</p> <p>Academic Awards will be given at least every trimester.</p> <p>Sports Awards will be given out in May of each year for all sports.</p> <p>FFA Awards will be given out in May of each year.</p> <p>Award Assemblies will be held in December and June of each year.</p> <p>Each month staff will choose a student of the month.</p>
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SHANDON JOINT UNIFIED SCHOOL DISTRICT

Board Policy

BP 0430

Philosophy, Goals, Objectives and Comprehensive Plans

Comprehensive Local Plan for Special Education

****Note: Pursuant to Education Code 56195.1, school districts and county offices of education (COE) are required to form geographical regions, known as Special Education Local Plan Areas (SELPA), of sufficient size and scope to administer a local plan and the allocation of funds for all the special education service needs of the children residing within the boundaries of the region. Districts may join together or with a COE to form a SELPA, or a single district may form its own SELPA. Each SELPA is required to develop and administer a local plan describing how it will provide special education services. Pursuant to Education Code 56195.5, the Governing Board has authority, consistent with the SELPA plan, over the programs it directly maintains.****

****Note: The following policy and accompanying administrative regulation should be revised to reflect requirements for the type of SELPA in which the district participates.****

The Governing Board ~~desires~~ **recognizes its obligation** to provide a free appropriate public education to all individuals with disabilities, aged 3 to 21 years, who reside in the district, ~~including children who have been suspended or expelled or placed by the district in a nonpublic, nonsectarian school.~~

~~Students shall be referred for special education instruction and services only after the resources of the regular education program have been considered, and where appropriate, utilized. (Education Code 56303)~~

(cf. 3541.2 - Transportation for Students with Disabilities)

(cf. 4112.23 - Special Education Staff)

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

(cf. 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities)

(cf. 6159 - Individualized Education Program)

(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)

(cf. 6159.2 - Nonpublic Nonsectarian School and Agency Services for Special Education)

(cf. 6159.3 - Appointment of Surrogate Parent for Special Education Students)

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

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

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

****Note: Option 1 below is for use by districts that have their own single-district SELPA. Option 2 below is for use by districts that join with other districts to form a SELPA. Option 3 below is for use by districts that join with a COE to form a SELPA.****

OPTION 1: (Single-district SELPA)

In order to meet the needs of individuals with disabilities, the district shall serve as a Special Education Local Plan Area (SELPA) pursuant to Education Code 56195.1.

The Superintendent or designee shall develop a local plan for the education of individuals with disabilities residing in the district. The plan shall be approved by the Board and submitted to the county office of education and the Superintendent of Public Instruction. (Education Code 56195.1, 56195.3)

(cf. 0400 - Comprehensive Plans)

OPTION 2: (Districts that participate in a multi-district SELPA)

In order to meet the needs of individuals with disabilities, the district shall participate as a member of a multi-district Special Education Local Plan Area (SELPA) pursuant to Education Code 56195.1.

****Note: Education Code 56195.8 mandates each entity providing special education that is participating in a multi-district SELPA to adopt policies for the programs and services it operates, including, but not limited to, policies on nonpublic, nonsectarian services, review of the class assignment of a student with disabilities, procedural safeguards, resource specialists, transportation of students with disabilities, information on the number of individuals with disabilities who are being provided special education and related services, and caseloads for speech and language specialists providing services to children with disabilities ages 3-5 years. District policies on these topics should be consistent with policies adopted by the SELPA.****

The district shall enter into agreements with other members of the SELPA in accordance with Education Code 56195.1 and 56195.7. Consistent with these agreements, the district shall adopt policies governing the programs and services it operates. (Education Code 56195.8)

The Superintendent or designee shall work with the other members of the SELPA to develop a local plan for the education of individuals with disabilities. The plan shall be approved by the Board and the other members of the SELPA, and shall be submitted to the county office of education and the Superintendent of Public Instruction. (Education Code 56195.1, 56195.3)

OPTION 3: (Districts that participate in a multi-district SELPA with the county office of education)

In order to meet the needs of individuals with disabilities, the district shall participate as a member of a Special Education Local Plan Area (SELPA) with other districts and the county office of education pursuant to Education Code 56195.1.

The district shall enter into agreements with other members of the SELPA in accordance with Education Code 56195.1 and 56195.7. Consistent with these agreements, the district shall adopt policies governing the programs and services it operates. (Education Code 56195.8)

The Superintendent or designee shall work with the other members of the SELPA to develop a local plan for the education of individuals with disabilities. The plan shall be approved by the Board and the other members of the SELPA, and shall be submitted to the Superintendent of Public Instruction. (Education Code 56195.1)

~~The special education local plan area (SELPA) shall administer a local plan and administer the allocation of funds. (Education Code 56195)~~

~~(cf. 1220 – Citizen Advisory Committees)~~

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

~~(cf. 3541.2 – Transportation for Students with Disabilities)~~

(cf. 4112.23—Special Education Staff)

~~In order to meet the needs of individuals with disabilities and employ staff with adequate expertise for this purpose, the district shall serve as a SELPA.~~

~~The Superintendent or designee shall develop a local plan for the education of individuals with disabilities residing in the district. The plan shall be approved by the Board.~~

~~In order to meet the needs of individuals with disabilities and employ staff with adequate expertise for this purpose, the district participates as a member of the SELPA.~~

~~The Superintendent or designee shall extend the district's full cooperation to the SELPA. The policies and procedures of the SELPA shall be applied as policies and regulations of this district, with the exception of those that apply to complaints, unless the SELPA plan specifically authorizes the district to operate under its own policies and regulations.~~

****Note: The remainder of this policy applies to all districts.****

****Note: Pursuant to Education Code 56195.9, beginning July 1, 2020, the local plan must be reviewed by the SELPA at least once every three years. The budget plan, service plan, and annual assurances support plan must still be reviewed annually pursuant to Education Code 56205; see the accompanying administrative regulation.****

The local plan shall be reviewed at least once every three years and updated as needed to ensure the information contained in the plan remains relevant and accurate. The local plan shall be updated cooperatively by a committee of representatives of special and regular education teachers and administrators selected by the groups they represent and with participation by parent/guardian members of the community advisory committee, or parents/guardians selected by the community advisory committee, to ensure adequate and effective participation and communication. (Education Code 56195.9)

****Note: Pursuant to Education Code 56195.7, a single-district SELPA is mandated to adopt a written procedure for the ongoing review of programs and a mechanism for correcting any identified problem. For districts participating in a multi-district SELPA with or without a COE pursuant to Option 2 or 3 above, these requirements are contained in the written agreement entered into by members of the SELPA. The following paragraph may be revised to reflect district and/or SELPA practice.****

Special education programs and services shall be reviewed on an ongoing basis. The results of such evaluations shall be used to identify and correct any program deficiencies.

Legal Reference:

EDUCATION CODE

56000-56001 Education for individuals with exceptional needs

56020-56035 Definitions

56040-56046 General provisions

56048-56050 Surrogate parents

56055 Foster parents

56060-56063 Substitute teachers

56170-56177 Children enrolled in private schools

56190-56194 Community advisory committees

56195-56195.10 Local plans

56205-56208 Local plan requirements
 56213 Special education local plan areas with small or sparse populations
 56240-56245 Staff development
 56300-56385 Identification and referral, assessment, instructional planning
 56440-56447.1 Programs for individuals between the ages of three and five years
 56500-56508 Procedural safeguards, including due process rights
 56520-56524 Behavioral interventions
 56600-56606 Evaluation, audits and information
 56836-56836.05 Administration of local plan

GOVERNMENT CODE

7579.5 Surrogate parent, appointment, qualifications, liability
 95000-95029 California Early Intervention Services Act

WELFARE AND INSTITUTIONS CODE

361 Limitations on parental control
 726 Limitations on parental control

CODE OF REGULATIONS, TITLE 5

3000-3089 Regulations governing special education

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 29

794 Rehabilitation Act of 1973, Section 504

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 34

99.10-99.22 Inspection, review and procedures for amending education records

104.1-104.39 Section 504 of the Rehabilitation Act of 1973

300.1-300.818 Assistance to states for the education of children with disabilities, including:

300.500-300.520 Due process procedures for parents and children

303.1-303.654 Early intervention program for infants and toddlers with disabilities

Management Resources:

WEB SITES

California Department of Education, Special Education: <http://www.cde.ca.gov/sp/se>

U.S. Department of Education, Office of Special Education Programs:

<http://www.ed.gov/about/offices/list/osep>

(7/03 11/06) 5/20

SJUSD Board Approved: January 10, 2017

11.2

SHANDON JOINT UNIFIED SCHOOL DISTRICT

BP 1312.3

Community Relations**Uniform Complaint Procedures**

****Note: To address prohibited discrimination and violations of state and federal laws governing educational programs, 5 CCR 4621 mandates districts to adopt uniform complaint procedures (UCP) consistent with the state's complaint procedures specified in 5 CCR 4600-4670. See the section "Complaints Subject to UCP" below for a list of programs and activities subject to these procedures pursuant to state law.****

****Note: The California Department of Education (CDE) monitors district programs and operations for compliance with these requirements through its Federal Program Monitoring (FPM) process. The FPM consists of a review of (1) written district policies and procedures for required statements, including prohibition of discrimination (such as discriminatory harassment, intimidation, and bullying) against students pursuant to Education Code 234.1; and (2) records of required activities, such as annual notification provided to students, parents/guardians, employees, and other school community members.****

****Note: The U.S. Department of Education's Office for Civil Rights (OCR) enforces federal anti-discrimination laws, including Title II of the Americans with Disabilities Act (42 USC 12101-12213), Title VI of the Civil Rights Act of 1964 (42 USC 2000d-2000e-17), Title IX of the Education Amendments Act of 1972 (20 USC 1681-1688), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), and the Age Discrimination Act of 1975 (42 USC 6101-6107). OCR has issued guidance describing federal requirements for discrimination complaint procedures. OCR requires such complaint procedures to be "prompt and equitable." OCR evaluates a district's procedures based on factors specified in the accompanying administrative regulation, including whether the procedures (1) provide notice to the district's students, parents/guardians, and employees; (2) ensure adequate, reliable, and impartial investigation of complaints; (3) contain reasonably prompt timeframes for major stages of the complaint process; (4) provide notice to the complainant of the resolution of the complaint; and (5) provide an assurance that action will be taken to prevent recurrence of any discrimination found and to correct its effects.****

****Note: The following policy and accompanying administrative regulation reflect all components required by law and the 2020-21 FPM instrument. Additional details provided herein may help districts during a compliance check by CDE or in the event that a CDE or OCR investigation occurs.****

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

Complaints Subject to UCP

****Note: The FPM process includes a review of a district's policies and procedures to determine whether all district programs and activities that are subject to the UCP, as listed in the FPM instrument, are addressed. Items #1-13 list all programs and activities identified in the FPM instrument. According to CDE, the district's policy must list all such programs and activities and, at the district's discretion, may add a paragraph below the*

*list stating the UCP programs and activities that are implemented in the district.****

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging district violation of applicable state or federal law or regulations governing any program subject to the UCP which is offered by the district, including adult education programs, after school education and safety programs, agricultural career technical education; ~~American Indian education centers and early childhood education program assessments; bilingual education; California Peer Assistance and Review programs for teachers; state career technical and technical education, career technical, and technical training programs;~~ federal career technical education; child care and development programs; child nutrition programs; compensatory education; consolidated categorical aid programs; ~~Economic Impact Aid;~~ the federal Every Student Succeeds Act; migrant education; Regional Occupational Centers and Programs; school safety plans; ~~special education programs; California State Preschool Programs; Tobacco Use Prevention Education programs;~~ and any other district-implemented state categorical program that is not funded through the local control funding formula pursuant to Education Code 64000(a) ~~(5 CCR 4610)~~

(cf. 3553 - Free and Reduced Price Meals)
 (cf. 3555 - Nutrition Program Compliance)
~~(cf. 5131.62 - Tobacco)~~
 (cf. 5148 - Child Care and Development)
 (cf. 5148.2 - Before/After School Programs)
~~(cf. 6159 - Individualized Education Program)~~
 (cf. 5148.3 - Preschool/Early Childhood Education)
 (cf. 6171 - Title I Programs)
 (cf. 6174 - Education for English Learners)
 (cf. 6175 - Migrant Education Program)
 (cf. 6178 - Career Technical Education)
 (cf. 6178.1 - Work-Based Learning)
 (cf. 6178.2 - Regional Occupational Center/Program)
 (cf. 6200 - Adult Education)

2. Any complaint by a student, employee, or other person participating in a district program or activity, alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) in district programs and activities, including in those programs or activities, funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, *immigration status*, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, *medical condition*, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on *his/her the person's* association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

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

3. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student (Education Code 222)

(cf. 5146 - Married/Pregnant/Parenting Students)

4. Any complaint alleging district noncompliance with requirements to provide a pregnant or parenting student the accommodations specified in Education Code 46015, including those related to the provision of parental leave, right of return to the school of previous enrollment or to an alternative education program, if desired, and possible enrollment in school for a fifth year of instruction to enable the student to complete state and Board-imposed graduation requirements (Education Code 46015)

5. Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)

(cf. 3260 - Fees and Charges)

(cf. 3320 - Claims and Actions Against the District)

6. Any complaint alleging district noncompliance with applicable requirements of Education Code 52060-52077 related to the implementation of the local control and accountability plan, including the development of a local control funding formula budget overview for parents/guardians (Education Code 52075)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3100 - Budget)

7. Any complaint alleging noncompliance with requirements related to the development of a school plan for student achievement or the establishment of a school site council, as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64000-64001, 65000-65001)

(cf. 0420 - School Plans/Site Councils)

8. Any complaint, by or on behalf of a student who is a foster youth as defined in Education Code 51225.2, alleging district noncompliance with any requirement applicable to the student regarding placement decisions; the responsibilities of the district's educational liaison to the student; the award of credit for coursework satisfactorily completed in another school, district, or country; school or records transfer; or the grant of an exemption from Board-imposed graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

(cf. 6173.1 - Education for Foster Youth)

****Note: Items #9-11 are for use by districts that maintain high schools.****

9. Any complaint, by or on behalf of a student who transfers into the district after the second year of high school and is a homeless child or youth as defined in 42 USC 11434a, a former juvenile court school student currently enrolled in the district, a child of a military family as defined in Education Code 49701, or a migrant student as defined in Education Code 54441, or by or on behalf of an immigrant student participating in a

newcomer program as defined in Education Code 51225.2 in the third or fourth year of high school, alleging district noncompliance with any requirement applicable to the student regarding the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1, ~~51225.2~~)

(cf. 6173 - Education for Homeless Children)

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

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

10. Any complaint, by or on behalf of a student who is a homeless child or youth as defined in 42 USC 11434a, former juvenile court school student, a child of a military family as defined in Education Code 49701, a migrant child as defined in Education Code 54441, or a newly arrived immigrant student who is participating in a newcomer program as defined in Education Code 51225.2, alleging district noncompliance with requirement for the award of credit for coursework satisfactorily completed in another school, district, or country (Education Code 51225.1, 51225.2)

11. Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student in grades 9-12 to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3)

(cf. 6152 - Class Assignment)

12. Any complaint alleging district noncompliance with the physical education instructional minutes requirement for students in elementary school (Education Code 51210, 51223)

(cf. 6142.7 - Physical Education and Activity)

13. ***Complaints regarding the noncompliance of a license-exempt California State Preschool Program (CSPP) with health and safety standards specified in Health and Safety Code 1596.7925 and related state regulations (Education Code 8235.5; Health and Safety Code 1596.7925)***

******Note: 5 CCR 4621 mandates that district policy ensure that complainants are protected from retaliation as specified in item #14 below.******

14. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy

******Note: Pursuant to 5 CCR 4610, a district may, at its discretion, use the UCP to investigate and resolve other complaints.******

14.15 Any other complaint as specified in a district policy

******Note: 5 CCR 4631 authorizes the district to utilize alternative dispute resolution (ADR) methods, including mediation, to resolve complaints before initiating a formal investigation. However, the district should ensure that any ADR it uses, particularly "in-person ADR," is appropriate for the particular situation. For example, in some instances (e.g., sexual assault), face-to-face mediation should not be used, even if all parties voluntarily agree, given the risk that a student might feel pressured to "voluntarily" agree to it. The following optional***

*paragraph provides for a neutral mediator and should be revised to reflect district practice.****

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process to reach a resolution to the *for resolving a* complaint *in a manner* that is acceptable to all parties. *An* ADR *process* such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

****Note: The following paragraph is mandated pursuant to 5 CCR 4621. Appropriate disclosure will vary in each case depending on the facts and circumstances.****

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if ~~he/she is~~ different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 - Student Records)

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

When an allegation that is not subject to the UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and ~~related requirements~~ *related to UCP*, including the steps and timelines specified in this policy and the accompanying administrative regulation.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

****Note: It is important to maintain records of all UCP complaints and the investigations of those complaints. If the district is investigated by OCR or CDE, these are important documents in demonstrating that the district has complied with federal law, state law, and its own policies and regulations.****

The Superintendent or designee shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

(cf. 3580 - District Records)

Non-UCP Complaints

****Note: 5 CCR 4611 details complaint issues that are not subject to UCP. Such issues include, but are not limited to, allegations of child abuse, health and safety complaints regarding a child development program, allegations of fraud, and employment discrimination complaints.****

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency: (5 CCR 4611)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, ~~the County~~ Protective Services Division, and the appropriate law enforcement agency.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.

3. Any complaint alleging fraud shall be referred to the Legal, Audits and Compliance Branch of the California Department of Education.

****Note: Complaints of employment discrimination are not subject to the UCP. Instead, pursuant to 2 CCR 11023, the district must establish an impartial and prompt process for addressing such complaints. In addition, 5 CCR 4611 requires that employment discrimination complaints be referred to the Department of Fair Employment and Housing (DFEH). See AR 4030 - Nondiscrimination in Employment for applicable complaint procedures.****

Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.

****Note: Education Code 35186 requires the district to use UCP, with modifications, to investigate and resolve complaints related to the issues stated in the following paragraph (i.e., "Williams complaints"). Because Education Code 35186 sets forth different timelines for investigation and resolution of these kinds of complaints than the timelines specified in law for other uniform complaints, CDE has created a separate uniform complaint process for the Williams complaints. See AR 1312.4 - Williams Uniform Complaint Procedures for the separate procedure.****

Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments ~~or health and safety violations in any license-exempt California State Preschool Program~~ shall be investigated and resolved in accordance with the procedures in AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 8235.5, 35186)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference:
EDUCATION CODE

200-262.4 Prohibition of discrimination
 8200-8498 Child care and development programs
 8500-8538 Adult basic education
 18100-18203 School libraries
 32280-32289 School safety plan, uniform complaint procedures
 35186 Williams uniform complaint procedures
 46015 Parental leave for students
 48853-48853.5 Foster youth
 48985 Notices in language other than English
 49010-49014 Student fees
 49060-49079 Student records, especially:
 49069.5 Records of foster youth
 49490-49590 Child nutrition programs
 49701 Interstate Compact on Educational Opportunity for Military Children
 51210 Courses of study grades 1-6
 51222 Physical education, secondary schools
 51223 Physical education, elementary schools
 51225.1-51225.2 Foster youth, homeless children, former juvenile court school students, military-connected students, migrant students, and newly arrived immigrant students; course credits; graduation requirements
 51226-51226.1 Career technical education
 51228.1-51228.3 Course periods without educational content
 52060-52077 Local control and accountability plan, especially:
 52075 Complaint for lack of compliance with local control and accountability plan requirements
 52300-52462 Career technical education
 52500-52616.24 Adult schools
 54400-54425 Compensatory education programs
 54440-54445 Migrant education
 54460-54529 Compensatory education programs
 59000-59300 Special schools and centers
 64000-64001 Consolidated application process; school plan for student achievement
 65000-65001 School site councils
 GOVERNMENT CODE
 11135 Nondiscrimination in programs or activities funded by state
 12900-12996 Fair Employment and Housing Act
 HEALTH AND SAFETY CODE
 1596.792 California Child Day Care Act; general provisions and definitions
 1596.7925 California Child Day Care Act; health and safety regulations
 PENAL CODE
 422.55 Hate crime; definition
 422.6 Interference with constitutional right or privilege
 CODE OF REGULATIONS, TITLE 2
 11023 Harassment and discrimination prevention and correction
 CODE OF REGULATIONS, TITLE 5
 4600-4670 Uniform complaint procedures
 4680-4687 Williams uniform complaint procedures
 4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1221 Application of laws

1232g Family Educational Rights and Privacy Act

1681-1688 Title IX of the Education Amendments of 1972

6301-6576 Title I Improving the Academic Achievement of the Disadvantaged

6801-7014 Title III language instruction for limited English proficient and immigrant students

UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

6101-6107 Age Discrimination Act of 1975

12101-12213 Title II equal opportunity for individuals with disabilities

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy Act

100.3 Prohibition of discrimination on basis of race, color or national origin

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

110.25 Notification of nondiscrimination on the basis of age

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Uniform Complaint Procedure 2020-21 Program Instrument

Sample UCP Board Policies and Procedures

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

Dear Colleague Letter, September 22, 2017

Dear Colleague Letter: Title IX Coordinators, April 2015

Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014

Dear Colleague Letter: Harassment and Bullying, October 2010

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2002

WEB SITES

CSBA: <http://www.csba.org>California Department of Education: <http://www.cde.ca.gov>Family Policy Compliance Office: <http://www2.ed.gov/policy/gen/guid/fpco>U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/ocr>U.S. Department of Justice: <http://www.justice.gov>

(3/16 9/16) Revised: 3/19

11.3

Shandon Joint Unified School District

Exhibit

Uniform Complaint Procedures

E 1312.3

Community Relations

Exhibit 1

*****Note:** Education Code 8235.5 requires that the following notice be posted in each classroom with a license-exempt California State Preschool Program (CSPP) (Education Code 8235-8239.1). The notice must include the health and safety requirements that apply to such CSPP programs pursuant to Health and Safety Code 1596.7925, which may be the subject of a complaint under the uniform complaint procedures. ***

NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS: PRESCHOOL COMPLAINT RIGHTS

Parents/Guardians, Students, and Teachers:

Pursuant to Education Code 8235.5, you are hereby notified that any California State Preschool Program that is exempt from licensure must have:

1. Outdoor shade that is safe and in good repair
2. Drinking water that is accessible and readily available throughout the day
3. Safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children
4. Restroom facilities that are available only for preschoolers and kindergartners
5. Visual supervision of children at all times
6. Indoor and outdoor space that is properly contained or fenced and provides sufficient space for the number of children using the space at any given time
7. Playground equipment that is safe, in good repair, and age appropriate

*****Note:** Education Code 8235.5 requires that the notice include the location to obtain a complaint form and provides that posting a notice downloadable from the California Department of Education's web site will satisfy this requirement. The law does not require that complaint forms be placed in any specific location. The following paragraph lists locations where complaint forms may be available and should be modified to reflect district practice, including adding the school and district web site addresses. ***

If you choose to file a complaint alleging that any of the above conditions is not being met, your complaint will be addressed through the district's uniform complaint procedures as required by law. A complaint form may be obtained at the school office or district office, or downloaded from the school or district web site. You may also

download a copy of the California Department of Education complaint form from the following web site: <http://www.cde.ca.gov/re/cp/uc>. However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education.

5/20

Exhibit 2

*****Note:** Pursuant to Education Code 8235.5, uniform complaint procedures should be used for complaints alleging that a license-exempt California State Preschool Program (CSPP) does not comply with any of the health and safety requirements specified in Health and Safety Code 1596.7925. ***

PRESCHOOL COMPLAINT FORM: UNIFORM COMPLAINT PROCEDURES

Education Code 8235.5 requires that the district's uniform complaint procedures be used for the filing of complaints concerning noncompliance with health and safety standards for license-exempt California State Preschool Programs. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? ☐ Yes ☐ No

Contact information: (if response is requested)

Name: _____

Address: _____

Phone number: Day: _____ Evening: _____

E-mail address, if any: _____

Date problem was observed: _____

Location of the problem that is the subject of this complaint:

School name/address: _____

Room number/name of room/location of facility: _____

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please contact the school or district for the appropriate district complaint procedure.

Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation.)

☐ The preschool does not have outdoor shade that is safe and in good repair.

☐ Drinking water is not accessible and/or readily available throughout the day.

☐ The preschool does not provide safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children.

___ Restroom facilities are not available only for preschoolers and kindergartners.

___ The preschool program does not provide visual supervision of children at all times.

___ Indoor or outdoor space is not properly contained or fenced or does not provide sufficient space for the number of children using the space at any given time.

___ Playground equipment is not safe, in good repair, or age appropriate.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation.

****Note: Education Code 8235.5 requires complaints identified above to be filed with the preschool administrator or designee. Districts should specify the names and/or locations in the spaces below.****

Please file this complaint at the following location:

(preschool administrator or designee)

(address)

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

(Date)

(Signature)

11.4

Shandon Joint Unified School District

Exhibit

Williams Uniform Complaint Procedures

E 1312.4

Community Relations

Exhibit (1) 1312.4

****Note: Education Code 35186 requires that the following notice be posted in each K-12 classroom in each school in the district. During the Federal Program Monitoring process, California Department of Education (CDE) staff will check to ensure that a notice is placed in each classroom in each school and that the notice contains all the information described below.****

NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS: K-12 COMPLAINT RIGHTS

Parents/Guardians, Students, and Teachers:

Pursuant to Education Code 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each student, including an English learner, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

****Note: Education Code 35186 requires that the notice inform parents/guardians of the location to obtain a complaint form and provides that posting a notice downloadable from the CDE's web site will satisfy this requirement. The law does not require that complaint form be placed in any specific location. The following paragraph lists locations where complaint forms may be available and should be modified to reflect district practice, including adding the school and district web site addresses.****

If you choose to file a complaint alleging that any of the above conditions is not being met, your complaint will be addressed through the district's Williams uniform complaint procedures as required by law. A complaint form may be obtained at the school office or district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following web site: <http://www.cde.ca.gov/re/cp/uc>. However, a complaint need not be filed using either the district's

complaint form or the complaint form from the California Department of Education.

(11/07 8/14) 3/19

Exhibit (2) 1312.4

WILLIAMS UNIFORM COMPLAINT PROCEDURES

****Note: Education Code 35186 creates the Williams uniform complaint procedures for the filing of complaints concerning deficiencies in textbooks or instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, or teacher vacancy or misassignment. The following form contains elements required by Education Code 35186 and 5 CCR 4681-4683. During the Federal Program Monitoring process, California Department of Education staff will check to ensure that the complaint form includes all of the elements specified below.****

K-12 COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURES

Education Code 35186 creates a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, or teacher vacancy or misassignment. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? ☐ Yes ☐ No

Contact information: (if response is requested)

Name: _____

Address: _____

Phone number: Day: _____ Evening: _____

E-mail address, if any: _____

Date problem was observed: _____

Location of the problem that is the subject of this complaint:

School name/address: _____

Course title/grade level and teacher name: _____

Room number/name of room/location of facility: _____

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please contact the school or district for the appropriate district complaint procedure.

Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation.)

1. Textbooks and instructional materials: (Education Code 35186; 5 CCR 4681)

☐ A student, including an English learner, does not have standards-aligned textbooks or instructional

materials or state- or district-adopted textbooks or other required instructional materials to use in class.

___ A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.

___ Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

___ A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Teacher vacancy or misassignment: (Education Code 35186; 5 CCR 4682)

___ A semester begins and a teacher vacancy exists. A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the school year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

___ A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.

___ A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

3. Facilities conditions: (Education Code 17592.72, 35186, 35292.5, 35292.6; 5 CCR 4683)

___ A condition exists that poses an emergency or urgent threat to the health or safety of students or staff including gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; and any other condition deemed appropriate by the district.

___ A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers.

****Note: The following optional item is for districts that choose to use the William uniform complaint procedures to address complaints alleging noncompliance with requirements to stock restrooms at certain schools with feminine hygiene products pursuant to Education Code 35292.6; see the accompanying administrative regulation.****

___ For a school that serves students in any of grades 6-12 with 40 percent or more of its students from low-income families, as defined, the school has not stocked at least half of its restrooms with feminine products at all times and made those products available to students at no cost.

___ The school has not kept all restrooms open during school hours when students are not in classes and has not kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when temporary closing of the restroom is necessary for student safety or to make repairs.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation. For complaints regarding facilities conditions, please describe the

emergency or urgent facilities condition and how that condition poses a threat to the health or safety of students or staff.

****Note: Education Code 35186 requires that complaints be filed with the principal or designee and that the complaint form specify the location for filing the complaint. Districts should specify the name and/or location in the spaces below.****

Please file this complaint at the following location:

(principal or designee)

(address)

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

(Date)

(Signature)

Shandon Joint Unified School District

Board Policy

11.5

Parcel Taxes

BP 3471

Business and Noninstructional Operations

****Note: The following policy is optional. Pursuant to Article 13A of the California Constitution and Government Code 50079, districts and county offices of education may levy, with voter approval, a qualified special tax known as a parcel tax on real property in accordance with Government Code 50075-50077.5. Unlike a traditional ad valorem property tax which is based on estimated property values and which cannot be levied by school districts, taxpayers generally pay a flat rate for a parcel tax regardless of property value. The funds can be used on any activities or items for which general fund moneys can be spent, including general operating expenses, as long as the funds are used strictly for the purposes specified in the ballot statement. ****

****Note: A parcel tax is separate from general obligation bonds that may be approved for the construction, reconstruction, rehabilitation, or replacement of school facilities. For information regarding the funding of specified facilities needs through the issuance of debt, see BP/AR 7214 - General Obligation Bonds. ****

****Note: Districts considering placing a parcel tax on the ballot should consult legal counsel. ****

The Governing Board recognizes its obligation to provide a high-quality educational program within safe facilities and secure campuses, and that additional funds are at times necessary to fulfill this responsibility. The Board may consider appropriate methods of financing and, when it is in the best interest of the district, may order the placement of a parcel tax on the ballot for approval by the voters.

(cf. 3100 - Budget)
 (cf. 3470 - Debt Issuance and Management)
 (cf. 7110 - Facilities Master Plan)
 (cf. 7210 - Facilities Financing)
 (cf. 7214 - General Obligation Bonds)

The Board shall hold a noticed public hearing prior to approving a resolution for the adoption of a parcel tax. The resolution shall be approved by a two-thirds vote of the Board in order to be placed on the ballot. The resolution shall include the type and rate of the tax to be levied, the method of collection, and the date upon which an election shall be held to approve the levy of the tax. (Government Code 50077, 53724)

(cf. 9320 - Meetings and Notices)
 (cf. 9323.2 - Actions by the Board)

****Note: Pursuant to Government Code 50079, the parcel tax must be applied uniformly to all taxpayers or all real property within the district, unless the Board grants an exemption as authorized by law. See section on "Exemptions" below. ****

****Note: In addition, Government Code 50079 provides that unimproved property may be taxed at a lower rate than improved property. However, different tax rates may not be imposed for different classifications of property. ****

****Note: In Borikas v. Alameda Unified School District, the appellate court concluded that the language in Government Code 50079 which states that the special tax "apply uniformly to all taxpayers or all real property" does not authorize different tax rates for residential and commercial/industrial properties, nor for different sized commercial/industrial properties. ****

The parcel tax shall apply uniformly to all taxpayers or all real property within the district, except that unimproved property may be taxed at a lower rate than improved property. (Government Code 50079)

The Board shall consult with legal counsel to ensure compliance with all requirements of law, including its determination of the appropriate amount of the proposed parcel tax and whether exemptions from the tax will be granted.

Any parcel tax to be proposed for voter approval shall provide for accountability measures, including, but not limited to, a statement indicating the specific purposes of the special tax and that the proceeds of the tax shall be used only for the specific purposes identified, creation of a separate account into which the proceeds shall be deposited, and annual reporting pursuant to Government Code 50075.3. (Government Code 50075.1)

No district funds, services, supplies, or equipment shall be used to support or defeat a parcel tax ballot measure. The Superintendent or designee may use district resources to provide students, parents/guardians, and community members with fair and impartial information related to a parcel tax ballot measure, including information about the impact of the parcel tax on the district. (Education Code 7054)

(cf. 1160 - Political Processes)

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

Upon approval of the tax by two-thirds of the votes, the district may levy the tax or contract with the county to collect the tax on the district's behalf. (Government Code 50077)

Exemptions

The Board may grant an exemption from the parcel tax for any or all of the following: (Government Code 50079)

1. Persons who are 65 years of age or older
2. Persons receiving Supplemental Security Income for a disability, regardless of age
3. Persons receiving Social Security Disability Insurance benefits, regardless of age, whose yearly income does not exceed 250 percent of the 2012 federal poverty guideline issued by the U.S. Department of Health and Human Services

Any exemption granted by the Board shall remain in effect until the taxpayer becomes ineligible. If the taxpayer becomes ineligible for the exemption for any reason, a new exemption may be granted in the same manner.

(Government Code 50079)

If the district provides for an exemption from the parcel tax and contracts or enters into an agreement with the county to collect such tax, the district shall annually provide to the tax collector a phone number where requests for exemption information may be directed and the link, if available, to the location on the district's web site that contains exemption information and the application for exemption. (Government Code 50079)

Legal Reference:

EDUCATION CODE

7054 Prohibition against use of district property for campaigning; informational only

ELECTIONS CODE

324 General election, definition

328 Local election, definition

341 Primary election, definition

348 Regular election, definition

356 Special election, definition

357 Statewide election, definition

1302 Local election to select governing board members

15372 Elections official certificate statement of election results

GOVERNMENT CODE

50075-50077.5 Voter-approved special taxes

50079 Qualified special taxes of school district

53724 Board resolution for special tax

54952 Definition of legislative body, Brown Act

REVENUE AND TAXATION CODE

2611.6 County tax bill special tax information

CALIFORNIA CONSTITUTION

Article 13A Taxation

COURT DECISIONS

Borikas v. Alameda Unified School District (2013) 214 Cal.App.4th 135

Management Resources:

CSBA PUBLICATIONS

The Impact of Pension Cost Increases on California Schools, January 2018

Behind the Numbers: The Cold, Hard Facts of California Public School Funding, January 2018

California Education Funding: Students Deserve Better, Fact Sheet, August 2017

California's Challenge: Adequately Funding Education in the 21st Century, December 2015

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

WEB SITES

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

U.S. Department of Health and Human Services: <http://www.hhs.gov>

New policy

11.6

Shandon Joint Unified School District

Board Policy

Food Service Operations/Cafeteria Fund

BP 3551

Business and Noninstructional Operations

****Note: The following policy may be revised to reflect district practice. Pursuant to U.S. Department of Agriculture (USDA) Memorandum SP 46-2016, districts participating in the National School Lunch and/or Breakfast Program (42 USC 1751-1769j, 1773) are mandated to adopt policy addressing meal charges, including delinquent meal charges; see the section "Meal Sales" below and the accompanying administrative regulation. ****

****Note: Pursuant to 7 CFR 210.9, 210.14, and 220.7, districts participating in the National School Lunch and/or Breakfast program must maintain a nonprofit school food service program. Revenues received through the program may be used for the operation or improvement of the food service program, but not to purchase land or buildings unless otherwise approved by USDA's Food and Nutrition Services, or to construct buildings. Authorized expenditures are specified in Education Code 38101 and defined in the California Department of Education's (CDE) California School Accounting Manual. ****

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

- (cf. 3100 - Budget)
- (cf. 3300 - Expenditures and Purchases)
- (cf. 3311 - Bids)
- (cf. 3550 - Food Service/Child Nutrition Program)
- (cf. 3552 - Summer Meal Program)
- (cf. 5030 - Student Wellness)

****Note: The following paragraph is for use by districts that participate in the National School Lunch and/or Breakfast Program and may be adapted for use by other districts. Pursuant to 42 USC 1776 and 7 CFR 210.30, USDA has established minimum professional standards for food service directors and granted CDE the authority to adopt more flexible standards for districts with average daily attendance of less than 2,500. See CDE's Nutrition Services Division Management Bulletin 10-2019 for information about state hiring standards. ****

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

- (cf. 4231 - Staff Development)
- (cf. 4331 - Staff Development)

****Note: The following paragraph is for use by districts participating in the National School Lunch and/or Breakfast Program. Pursuant to 42 USC 1776, such districts must ensure that food service personnel and other appropriate personnel who conduct or oversee administrative procedures receive training on administrative practices (i.e., training in application, certification, verification, meal counting, and meal claiming procedures) at least once each year. In addition, all food service personnel are required to receive annual training that is designed to improve the accuracy of approvals for free and reduced-price meals and the identification of reimbursable meals at the point of service and to ensure program compliance and integrity. Food service personnel must obtain certification on an annual basis to demonstrate competence in the training. In addition, training is required to include modules on nutrition, health and food safety standards and methodologies, and any other appropriate topics as determined by the U.S. Secretary of Agriculture. CDE provides online training that meets these requirements; see CDE's web site. ****

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

Meal Sales

****Note: The following section may be revised by districts that have one or more high-poverty schools that operate under the federal universal meal service provision (42 USC 1759a), which provides breakfast and/or lunch free of charge to all students at the school. For further information, see BP 3553 - Free and Reduced Price Meals. ****

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

****Note: Pursuant to Education Code 38082, the Governing Board may adopt a resolution to authorize serving meals to additional persons other than those listed above. CDE's Nutrition Services Division Management Bulletin 00-111 states that the Board's policy or resolution must specify the means for serving those persons and indicates that using funds from the National School Lunch or Breakfast Program to serve any nonstudent would be contrary to program goals. The following optional paragraph is for districts that have adopted such a resolution and should be revised to reflect district practice. ****

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

****Note: Pursuant to Education Code 38084, the district may determine meal prices consistent with the goal of paying the costs of maintaining the cafeterias (exclusive of the costs of housing and equipping cafeterias or other costs determined by Board resolution, which are paid from district funds other than the cafeteria fund, pursuant to Education Code 38100). ****

****Note: Students who meet federal eligibility criteria for the reduced-price meal program cannot be charged more than the amounts listed in 42 USC 1758 and 1773; see AR 3553 - Free and Reduced Price Meals. For*

*information about setting prices for full-price meals, see 42 USC 1760 and CDE's Nutrition Services Division Management Bulletin SNP 11-2019. ****

Meal prices, as recommended by the Superintendent or designee and approved by the Board, shall be based on the costs of providing food services and consistent with Education Code 38084 and 42 USC 1760. Students who are enrolled in the free or reduced-price meal program shall receive meals free of charge or at a reduced price in accordance with law, Board policy, and administrative regulation.

(cf. 3553 - Free and Reduced Price Meals)

****Note: Pursuant to USDA Memorandum SP 46-2016, districts participating in the National School Lunch and/or Breakfast Program are mandated to have a written and clearly communicated meal charge policy which includes, but is not limited to, policy on the collection of delinquent meal charge debt. See the accompanying administrative regulation for additional language fulfilling this mandate. ****

The Superintendent or designee shall establish strategies and procedures for the collection of meal payments, including delinquent meal payments. Such procedures shall conform with BP/AR 3553 - Free and Reduced Price Meals, 2 CFR 200.426, and any applicable CDE guidance. The Superintendent or designee shall clearly communicate these procedures to students and parents/guardians, and shall make this policy and the accompanying administrative regulation available to the public pursuant to Education Code 49557.5.

****Note: Education Code 49557.5 requires any district that participates in the National School Lunch and/or Breakfast Program to ensure that students whose parents/guardians have unpaid meal fees are not shamed or treated differently than other students. As amended by SB 265 (Ch. 785, Statutes of 2019), Education Code 49557.5 provides that students with unpaid meal fees must not be denied a reimbursable meal of their choice, eliminating the possibility that a school could provide an alternative meal to a student with unpaid meal fees. For further information about unpaid meal charges, see CDE's Nutrition Services Division Management Bulletin SNP-03-2017. ****

****Note: In addition, Education Code 49557 requires the Board to approve a plan that ensures students eligible to receive free or reduced-price meals are not treated differently from other students, including, but not limited to, assurance that eligible students will not be overtly identified by the use of special tokens, tickets, or any other means. For additional language addressing this requirement, see BP/AR 3553 - Free and Reduced Price Meals. ****

The Superintendent or designee shall ensure that a student whose parent/guardian has unpaid school meal fees or a student who is enrolled in the free or reduced-price meal program is not overtly identified by the use of special tokens, tickets, or other means and is not shamed, treated differently, or **denied served a meal of the student's choice.** ~~that differs from the meal served to other students.~~ (Education Code 49557, 49557.5)

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

(cf. 0415 - Equity)

Cafeteria Fund

****Note: Pursuant to Education Code 38090, money received for the sale of food or for any services*

*performed by the cafeterias may be paid into the county treasury to the credit of a "cafeteria fund" for the district. ****

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

****Note: Education Code 38103 allows the Board, at its discretion and with the approval of the County Superintendent of Schools who is responsible for a countywide payroll/retirement system under Education Code 42646, to have wages, salaries, and benefits of food service employees paid either from the district's general fund (Option 1 below) or from the district's cafeteria fund (Option 2). ****

OPTION 1: The wages, salaries, and benefits of food service employees shall be paid from the district's general fund. At any time, the Board may order reimbursement from the district's cafeteria fund for these payments in amounts prescribed by the Board and not exceeding the costs actually incurred. (Education Code 38103)

OPTION 2: *The wages, salaries, and benefits of food service employees shall be paid from the cafeteria fund. (Education Code 38103)*

****Note: The following optional paragraph may be revised to reflect district practice. 2 CFR Part 200, Appendix VII and USDA guidance, Indirect Costs: Guidance for State Agencies and School Food Authorities, provide information regarding allowable indirect costs that may be charged to the nonprofit school food service account. Also see the accompanying administrative regulation. ****

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

(cf. 3230 - Federal Grant Funds)
(cf. 3400 - Management of District Assets/Accounts)
(cf. 3460 - Financial Reports and Accountability)

Contracts with Outside Services

****Note: The following section is optional. Pursuant to Education Code 45103.5, the district is authorized to contract for consulting services related to food service management. 42 USC 1758, 7 CFR 210.16, and Education Code 45103.5 authorize a district, under specified conditions and with approval of CDE, to contract with a food service management company to manage its food service operation in one or more of its schools. See the accompanying administrative regulation for related requirements. ****

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

(cf. 3312 - Contracts)
(cf. 3600 - Consultants)

Procurement of Foods, Equipment and Supplies

****Note: The following two paragraphs reflect requirements for districts participating in the National School Lunch and/or Breakfast Program. Pursuant to 7 CFR 210.21, districts are required to comply with all requirements for purchasing commercial food products served in the school meal programs, including those outlined in the Buy American provision. USDA Memorandum SP 38-2017 clarifies that a district participating in the National School Lunch and/or Breakfast Program or any entity purchasing food on its behalf must, to the maximum extent practicable, purchase domestically grown and processed foods, as defined. According to the Memorandum, a domestic commodity or product is deemed to be "substantially using" domestic agricultural commodities when over 51 percent of the final processed product consists of agricultural commodities produced in the United States. ****

****Note: Limited exceptions to the Buy American requirement are described in USDA Memorandum SP 38-2017. If the district is using one of these exceptions, it must maintain documentation justifying the exception(s). ****

****Note: Pursuant to Education Code 49563, CDE is required to make resources, requirements, and best practices related to the Buy American provision available on its web site and to provide districts with related USDA guidance or regulations as updates are issued. ****

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

A nondomestic food product may be purchased for use in the district's food service program only as a last resort when the product is not produced or manufactured in the United States in sufficient and reasonable quantities of a satisfactory quality, or when competitive bids reveal the costs of a United States product are significantly higher than the nondomestic product. In such cases, the Superintendent or designee shall retain documentation justifying the use of the exception.

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

****Note: Pursuant to Public Contract Code 20111, districts participating in a federally funded child nutrition program, such as the National School Lunch and/or Breakfast Program, must comply with the federal procurement standards of 2 CFR 200.318-200.326 in regard to bid solicitations and awards. Also see BP/AR 3230 - Federal Grant Funds. Districts that do not participate in such a program may revise the following paragraph. ****

Bid solicitations and awards for purchases of equipment, materials, or supplies in support of the district's child nutrition program, or for contracts awarded pursuant to Public Contract Code 2000, shall be consistent with the federal procurement standards in 2 CFR 200.318-200.326. Awards shall be let to the most responsive and

responsible party. Price shall be the primary consideration, but not the only determining factor, in making such an award. (Public Contract Code 20111)

Program Monitoring and Evaluation

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

The Superintendent or designee shall provide all necessary documentation required for the Administrative Review conducted by the CDE to ensure compliance of the district's food service program with federal requirements related to maintenance of the nonprofit school food service account, meal charges, paid lunch equity, revenue from nonprogram goods, indirect costs, and USDA foods.

(cf. 3555 - Nutrition Program Compliance)

Legal Reference:

EDUCATION CODE

38080-38086.1 Cafeteria, establishment and use
 38090-38095 Cafeterias, funds and accounts
 38100-38103 Cafeterias, allocation of charges
 42646 Alternate payroll procedure
 45103.5 Contracts for management consulting services; restrictions
 49490-49493 School breakfast and lunch programs
 49500-49505 School meals
 49550-49564.5 Meals for needy students, especially:
 49550.5 Universal breakfast
 49554 Contract for services
 49580-49581 Food recovery program

FOOD AND AGRICULTURE CODE

58595 Preference for California-grown agricultural products

HEALTH AND SAFETY CODE

113700-114437 California Retail Food Code

PUBLIC CONTRACT CODE

2000-2002 Responsive bidders
 20111 Contracts

CODE OF REGULATIONS, TITLE 5

15550-15565 School lunch and breakfast programs

UNITED STATES CODE, TITLE 42

1751-1769j School lunch programs
 1771-1791 Child nutrition, including:
 1773 School breakfast program

CODE OF FEDERAL REGULATIONS, TITLE 2

200.56 Indirect costs, definition
 200.317-200.326 Procurement standards
 200.400-200.475 Cost principles
 200 Appendix VII Indirect cost proposals

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

220.1-220.21 National School Breakfast Program

250.1-250.70 USDA foods

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

Food Distribution Program Administrative Manual

Professional Standards in the SNP and New Hiring Flexibility, NSD Management Bulletin, SNP-10-2019, April 2019

Paid Lunch Equity Requirement and Calculation Tool, NSD Management Bulletin, SNP-12-2018, May 2018

Clarification for the Use of Alternate Meals in the National School Lunch and School Breakfast Programs, and Additional Guidance on the Handling of Unpaid Meal Charges, NSD Management Bulletin, SNP-03-2018, February 2018

Storage and Inventory Management of U.S. Department of Agriculture Foods, NSD Management Bulletin, FDP-01-2018, January 2018

Unpaid Meal Charges: Local Meal Charge Policies, Clarification on Collection of Delinquent Meal Payments, and Excess Student Account Balances, NSD Management Bulletin, SNP-03-2017, April 2017

Procuring and Monitoring of Food Service Management Contracts, NSD Management Bulletin, SNP-13-2015

Cafeteria Funds--Allowable Uses, NSD Management Bulletin, NSD-SNP-07-2013, May 2013

Adult and Sibling Meals in the National School Lunch and School Breakfast Programs, NSD Management Bulletin, 00-111, July 2000

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

FAQs About School Meals

Compliance with and Enforcement of the Buy American Provision in the National School Lunch Program, SP 38-2017, June 2017

Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools, May 2017

Unpaid Meal Charges: Guidance and Q&A, SP 23-2017, March 2017

Indirect Costs: Guidance for State Agencies and School Food Authorities SP 60-2016, September 2016

Unpaid Meal Charges: Local Meal Charge Policies, SP 46-2016, July 2016

Discretionary Elimination of Reduced Price Charges in the School Meal Programs, SP 17-2014, January 2014

WEB SITES

California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>California School Nutrition Association: <http://www.calsna.org>U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/cnd>

(5/17 3/18) 7/19 3/20

*Board Policy adopted by the Board of Trustees of the SJUSD: January 11, 2000**Policy revised: 11/5/2019*

11.7

Shandon Joint Unified School District

Board Policy Certification

BP 4112.2

Personnel

****Note: Under the authority granted by Education Code 44252, the Commission on Teacher Credentialing (CTC) establishes standards and procedures for the issuance and renewal of multiple subject, single subject, education specialist, and other credentials, certificates, and permits and approves applications. Pursuant to Education Code 44251, a preliminary credential is generally valid for five years, during which time the employee must complete the requirements for the clear credential in order to continue to serve in a certificated position. The clear credential must be renewed every five years, but renewal does not require completion of additional coursework or service requirements. ****

****Note: Assignment to certain positions within the district may require additional qualifications. For example, see AR 4112.22 - Staff Teaching English Learners, AR 4112.23 - Special Education Staff, and BP/AR 4113 - Assignment. ****

~~The Superintendent or designee shall ensure that persons employed in positions requiring certification qualifications have the appropriate or permit authorizing their employment in such positions.~~

~~When fully credentialed individuals are not available, the district may employ persons with emergency permits in accordance with law.~~

~~The Superintendent or designee develop a plan to facilitate and support the professional development of persons with emergency so that they may become fully qualified teachers.~~

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

(cf. 4111/4211/4311 - Recruitment and Selection)

(cf. 4112.21 - Interns)

(cf. 4112.22 - Staff Teaching English Learners)

(cf. 4112.23 - Special Education Staff)

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

(cf. 4113 - Assignment)

(cf. 4121 - Temporary/Substitute Personnel)

(cf. 5148 - Child Care and Development)

(cf. 6178 - Career Technical Education)

(cf. 6200 - Adult Education)

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

(cf. 4131 - Staff Development)

(cf. 4131.1 - Teacher Support and Guidance)

Priorities for Hiring Based on Unavailability of Credentialed Teacher

******Note: To the extent possible, the district must hire a "fully prepared" teacher who holds a clear or preliminary teaching credential in the subject or setting of the assignment. The Board may authorize a fully credentialed teacher to serve in an assignment outside the area authorized by the credential if specified criteria are met; see BP/AR 4113 - Assignment and CTC's Credential Information Guide. When the district is unable to hire a fully credentialed teacher, Education Code 44225.7 permits the district to hire a candidate without those credentials in accordance with the hiring hierarchy provided in items #1-3 below. ******

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

******Note: Pursuant to Education Code 44225.7, if a credentialed teacher is not available, priority for employment must be given to an individual who is enrolled in an approved intern program, as provided in item #1 below. CTC Coded Correspondence 13-01 clarifies that such an individual must possess a CTC-issued intern credential. ******

1. A candidate who enrolls in an approved intern program in the region of the district and possesses an intern credential

******Note: Pursuant to Education Code 44225.7, next priority for filling a position should be for a candidate who is scheduled to complete preliminary credential requirements within six months, as provided in item #2 below. CTC Coded Correspondence 13-01 clarifies that such an individual must qualify for and obtain a provisional internship permit (PIP) or short-term staff permit (STSP). ******

******Note: Pursuant to 5 CCR 80021-80021.1, the district may employ persons with a PIP when the district has conducted a diligent search but has been unable to recruit a credentialed teacher, or an STSP when needed to immediately staff classrooms based on unforeseen circumstances. Each of these options requires the district to provide orientation, training, and/or guidance; see the accompanying administrative regulation. ******

2. A candidate who is scheduled to complete preliminary credential requirements within six months and who is granted a provisional internship permit (PIP) or short-term staff permit issued by the CTC

******Note: 5 CCR 80021.1 requires that a notice of intent to employ a person with a PIP be made public as described in the following paragraph. A copy of the agenda item and the Superintendent or designee's verification of the Governing Board's favorable action must be included as part of the application to the CTC along with other required verifications; see the accompanying administrative regulation. ******

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

******Note:*** Pursuant to Education Code 44225.7, when the district is unable to recruit a credentialed teacher or a teacher who meets the qualifications specified in items #1-2 above, it may request CTC to approve the assignment of a person who does not meet those criteria. According to CTC Coded Correspondence 13-01, such an individual would need to qualify for a "variable term waiver." For further information about variable term waivers, see CTC's Waiver Requests Guidebook and 5 CCR 80125. *********

3. An individual who has been granted a credential waiver by the CTC

******Note:*** Pursuant to 5 CCR 80023.2, 80026, and 80027-80027.1, the Board must annually approve a Declaration of Need for Fully Qualified Educators prior to hiring a person with an emergency permit or a limited assignment permit to teach outside the area of certification. The form for the Declaration of Need is available on CTC's web site. Pursuant to 5 CCR 80026, the Declaration of Need must be approved at a regularly scheduled public Board meeting and is valid for up to 12 months, expiring on June 30 following its submission to CTC. *********

Prior to requesting that the CTC issue an emergency permit or a limited assignment permit, the Board shall annually approve a Declaration of Need for Fully Qualified Educators. The Declaration of Need shall be approved by the Board as an action item at a regularly scheduled open Board meeting, with the entire Declaration of Need being included in the Board agenda. (Education Code 44225, 44225.7; 5 CCR 80023.2, 80026, 80027, 80027.1)

The Declaration of Need shall certify that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) and that the district has made reasonable efforts to recruit individuals who meet the qualifications specified in items #1-2 above. The Declaration of Need shall also indicate the number and type of emergency permits that the district estimates it will need during the valid period of the Declaration of Need, based on the previous year's actual needs and projections of enrollment. Whenever the actual number of permits needed exceeds the estimate by 10 percent, the Board shall revise and resubmit the Declaration of Need. (5 CCR 80026)

Whenever it is necessary to employ noncredentialed teachers to fill a position requiring certification qualifications, the Superintendent or designee shall provide support and guidance in accordance with law to ensure the quality of the instructional program.

National Board for Professional Teaching Standards Certification

******Note:*** The following optional section may be revised to reflect district practice. The National Board for Professional Teaching Standards (NBPTS) offers teachers a voluntary, rigorous advanced certification process to improve their practice as educators. Districts can encourage teacher participation by coordinating a cohort of teachers through school or district-based programs, their county office of education, or the NBPTS Resource Center at Stanford University or other NBPTS support networks. A list of current NBPTS support networks can be found on the NBPTS web site. *********

******Note:*** Districts and schools may use U.S. Department of Education grant funds (e.g., Title I, Part A; Title II, Part A; Individuals with Disabilities Education Act, Part B), as well as district resources for beginning

teachers, for costs associated with teachers pursuing, achieving, and maintaining National Board certification.

The Superintendent or designee shall promote a career continuum that includes participation of district teachers in professional learning that supports their completion of advanced certification awarded by the National Board for Professional Teaching Standards (NBPTS). The Superintendent or designee may coordinate a cohort of teachers through school or district programs or other available networks.

With Board approval and funding, and consistent with the collective bargaining agreement and applicable law, the Superintendent may provide an incentive program for teacher participation in NBPTS certification, which may include:

- 1. Defraying, subsidizing, or reimbursing the registration, certification, or maintenance fees for NBPTS certification*
- 2. Providing bonuses, step increases, or differential pay for teachers who maintain their certification and continue to teach in the district, with priority given to teachers at Title I schools and schools serving a majority of low-income students*
- 3. Providing substitute teachers to provide release time for participating teachers*
- 4. Providing stipends for teacher participation that match other professional development stipends*
- 5. Compensating mentor teachers who support other teachers' professional learning aligned to NBPTS standards*

(cf. 4161.3 - Professional Leaves)

Parental Notifications

****Note: The following section is for use by districts that receive federal Title I funds, and may be used or adapted by other districts at their discretion. ****

****Note: 20 USC 6312 requires districts receiving federal Title I funds to provide the following annual notification to parents/guardians of students in any school receiving Title I funds. Such districts may choose to provide the same notification to all schools, regardless of whether or not they receive Title I funds. ****

At the beginning of each school year, the Superintendent or designee shall notify the parents/guardians of each student attending a school receiving Title I funds that they may request information regarding the professional qualifications of their child's classroom teacher including, but not limited to, whether the teacher: (20 USC 6312)

- 1. Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction*
- 2. Is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived*

3. Is teaching in the field of discipline of the teacher's certification

(cf. 5145.6 - Parental Notifications)

In addition, the Superintendent or designee shall notify parents/guardians in a timely manner whenever their child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area to which the teacher has been assigned. (20 USC 6312)

Legal Reference:

EDUCATION CODE

8360-8370 Qualifications of child care personnel

32340-32341 Unlawful issuance of a credential

35186 Complaints regarding teacher vacancy or misassignment

44066 Limitations on certification requirements

44200-44399.1 Teacher credentialing, especially:

44250-44277 Credential types; minimum requirements

44300-44302 Emergency permit

44325-44328 District interns

44330-44355 Certificates and credentials

44420-44440 Revocation and suspension of credentials

44450-44468 University intern program

44830-44929 Employment of certificated persons; requirement of proficiency in basic skills

56060-56063 Substitute teachers in special education

CODE OF REGULATIONS, TITLE 5

80001-80674.6 Commission on Teacher Credentialing

UNITED STATES CODE, TITLE 20

6312 Title I local educational agency plans; notifications regarding teacher qualifications

CODE OF FEDERAL REGULATIONS, TITLE 34

200.48 Parent notification regarding teacher qualifications

COURT DECISIONS

Association of Mexican-American Educators et al. v. State of California and the Commission on Teacher Credentialing, (1993) 836 F.Supp. 1534

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

CL-667 Basic Skills Requirement

CL-856 Provisional Internship Permit

CL 858 Short-Term Staff Permit

Credential Information Guide

Approved Addition and Amendments to Title 5 of the California Code of Regulations Pertaining to Teaching Permit for Statutory Leave (TPSL), Coded Correspondence 16-10, August 23, 2016

Waiver Requests Guidebook, 2015

Hiring Hierarchy in Education Code 44225.7, Coded Correspondence 13-01, January 30, 2013

Subject Matter Authorization Guideline Book, 2012

Supplementary Authorization Guideline Book, 2012

California Standards for the Teaching Profession, 2009

The Administrator's Assignment Manual, rev. September 2007

NATIONAL BOARD FOR PROFESSIONAL TEACHING STANDARDS PUBLICATIONS

Considerations for Using Federal Funds to Support National Board Certification, 2018

WEB SITES

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

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Commission on Teacher Credentialing, Credential Information Guide (for employers' use only):

<http://www.ctc.ca.gov/credentials/cig>

National Board for Professional Teaching Standards: <http://www.nbpts.org>

National Board Resource Center: nbcaltstrong.net

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

(8/14 7/16) 3/20

Policy adopted by the SJUSD Board of Education: February 8, 2000

Revised:

11.8

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Board Policy Suicide Prevention

BP 5141.52

Students

****Note: Education Code 215 mandates that the Governing Board of any district serving students in grades 7-12 adopt a policy on student suicide prevention, intervention, and postvention (i.e., intervention conducted after a suicide) with specified components. AB 1767 (Ch. 694, Statutes of 2019) amended Education Code 215 to mandate policy on suicide prevention, intervention, and postvention for students in grades K-6 beginning in the 2020-21 school year. The required components are addressed in the following policy and the accompanying administrative regulation. Also see the California Department of Education's (CDE) Model Youth Suicide Prevention Policy developed pursuant to Education Code 215. ****

****Note: The following policy and accompanying administrative regulation should be revised to reflect district practice and the grade levels offered by the district. ****

The Governing Board recognizes that suicide is a leading cause of death among youth and that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. In an effort to reduce suicidal behavior and its impact on students and families, the Superintendent or designee shall develop measures and strategies for suicide prevention, intervention, and postvention.

****Note: Pursuant to Education Code 215, as amended by AB 1767, the district's suicide prevention policy must be developed in consultation with school and community stakeholders, school-employed mental health professionals, suicide prevention experts, and, for policy for grades K-6, the county mental health plan. According to CDE's Model Youth Suicide Prevention Policy, school-employed mental health professionals may include school counselors, psychologists, social workers, and nurses. CDE's model policy also includes consultation with administrators, other school staff, parents/guardians, students, local health agencies and professionals, law enforcement, and community organizations. ****

****Note: It is recommended that districts also consult with legal counsel and the district's risk manager or insurance carrier, as appropriate. ****

In developing measures **policy** and strategies for use by the district **suicide prevention and intervention**, the Superintendent or designee **may shall** consult with school health professionals, school counselors, school psychologists, school social workers, administrators, other staff, parents/guardians, students, suicide prevention experts, local health agencies, mental health professionals, and community organizations. **and community stakeholders such as administrators, other staff, parents/guardians, and students; school-employed mental health professionals such as school counselors, school psychologists, school social workers, and school nurses; suicide prevention experts such as local health agencies, mental health professionals, and community organizations; law enforcement; and, in developing policy for grades K-6, the county mental health plan. (Education Code 215)**

(cf. 1220 - Citizen Advisory Committees)

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

****Note: Education Code 215, as amended by AB 1767, requires that the district's policy for students in grades K-6 be age appropriate and delivered and discussed in a manner that is sensitive to the needs of young students. The following paragraph is for use by districts that serve K-6 students, and may be revised as appropriate for the student population served by the district. ****

The Board shall ensure that measures and strategies for students in grades K-6 are age appropriate and delivered and discussed in a manner that is sensitive to the needs of young students. (Education Code 215)

~~Such measures and strategies shall include,~~ *Measures and strategies for suicide prevention, intervention, and postvention shall include,* but are not limited to:

****Note: Education Code 215, as amended by AB 1767, mandates that the district's policy address any training on suicide awareness and prevention to be provided to teachers of students in all grade levels served by the district. See the accompanying administrative regulation for additional language fulfilling this mandate. In addition, Education Code 49604 encourages each district to provide suicide prevention training at least once to each middle, junior high, and high school counselor. Item #1 may be revised to specify other categories of employees who will receive the training. ****

1. Staff development on suicide awareness and prevention for teachers, school counselors, and other district employees who interact with students, *as described in the accompanying administrative regulation*

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

****Note: Items #2-7 below reflect optional strategies for suicide prevention, intervention, and postvention and may be revised to reflect district practice. ****

2. Instruction to students in problem-solving and coping skills to promote students' mental, emotional, and social health and well-being, as well as instruction in recognizing and appropriately responding to warning signs of suicidal intent in others

(cf. 6142.8 - Comprehensive Health Education)

3. Methods for promoting a positive school climate that enhances students' feelings of connectedness with the school and that is characterized by caring staff and harmonious interrelationships among students

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

4. The provision of information to parents/guardians regarding risk factors and warning signs of suicide, the severity of the suicide problem among youth, the district's suicide prevention curriculum, basic steps for helping suicidal youth, and/or school and community resources that can help youth in crisis
5. Encouragement for students to notify appropriate school personnel or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions
6. Crisis intervention procedures for addressing suicide threats or attempts
7. Counseling and other postvention strategies for helping students, staff, and others cope in the aftermath of a student's suicide

****Note: Education Code 215 mandates that the district's policy specifically address the needs of high-risk groups, including, but not limited to, those listed in the following paragraph. See the accompanying administrative regulation for additional language fulfilling this mandate. ****

As appropriate, these measures and strategies shall specifically address the needs of students who are at high risk of suicide, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth. (Education Code 215)

****Note: The following paragraph is for use by districts that serve students in grades K-6. Education Code 215, as amended by AB 1767, mandates that the district's policy for students in grades K-6 ensure proper coordination and consultation with the county mental health plan if a referral is made for mental health or related services on behalf of a student who is a Medi-Cal beneficiary. ****

If a referral is made for mental health or related services for a student in grade K-6 who is a Medi-Cal beneficiary, the Superintendent or designee shall coordinate and consult with the county mental health plan. (Education Code 215)

(cf. 5141.6 - School Health Services)

District employees shall act only within the authorization and scope of their credential or license. Nothing in this policy shall be construed as authorizing or encouraging district employees to diagnose or treat mental illness unless they are specifically licensed and employed to do so. (Education Code 215)

The Board shall review, and update as necessary, this policy at least every five years. (Education Code 215)

****Note: Education Code 234.6, as added by AB 34 (Ch. 282, Statutes of 2019), requires districts, beginning in the 2020-21 school year, to ensure that the district's suicide prevention policies for grades K-6 and 7-12 be readily accessible in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students. ****

The Superintendent or designee shall post this policy on the district's web site, in a prominent location and in a manner that is easily accessible to parents/guardians and students. (Education Code 234.6)

Legal Reference:

EDUCATION CODE

215 Student suicide prevention policies

215.5 Suicide prevention hotline contact information on student identification cards

216 Suicide prevention online training programs

234.6 Posting suicide prevention policy on web site

32280-32289.5 Comprehensive safety plan

49060-49079 Student records

49602 Confidentiality of student information

49604 Suicide prevention training for school counselors

GOVERNMENT CODE

810-996.6 Government Claims Act

PENAL CODE

11164-11174.3 Child Abuse and Neglect Reporting Act

WELFARE AND INSTITUTIONS CODE

5698 Emotionally disturbed youth; legislative intent

5850-5886 Children's Mental Health Services Act

COURT DECISIONS

Corales v. Bennett (Ontario-Montclair School District), (2009) 567 F.3d 554

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve, 2008

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

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

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

NATIONAL ASSOCIATION OF SCHOOL PSYCHOLOGISTS PUBLICATIONS

Preventing Suicide: Guidelines for Administrators and Crisis Teams, 2015

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLICATIONS

National Strategy for Suicide Prevention: Goals and Objectives for Action, rev. 2012

Preventing Suicide: A Toolkit for High Schools, 2012

WEB SITES

American Association of Suicidology: <http://www.suicidology.org>American Foundation for Suicide Prevention: <http://afsp.org>American Psychological Association: <http://www.apa.org>American School Counselor Association: <http://www.schoolcounselor.org>California Department of Education, Mental Health: <http://www.cde.ca.gov/ls/cg/mh>California Department of Health Care Services, Mental Health Services: <http://www.dhcs.ca.gov/services/MH>Centers for Disease Control and Prevention, Mental Health: <http://www.cdc.gov/mentalhealth>National Association of School Psychologists: <http://www.nasponline.org>National Institute for Mental Health: <http://www.nimh.nih.gov>Suicide Prevention Resource Center: <http://www.sprc.org/about-suicide>Suicide Prevention Lifeline: <http://suicidepreventionlifeline.org>Trevor Project: <http://thetrevorproject.org>U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration:
<http://www.samhsa.gov>

(3/17 12/18) 3/20

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Revised: April 9, 2019

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Board Policy

11.9

BP 5144.1

Students

Suspension And Expulsion/Due Process

****Note: Education Code 35291 requires the Governing Board to prescribe rules and regulations for maintaining discipline in the schools under its jurisdiction. Education Code 48918 mandates the setting of rules and regulations for student expulsion as specified in this Board policy and the accompanying administrative regulation. ****

****Note: While recognizing that suspension or expulsion of students is sometimes necessary, legislative, administrative, regulatory, civic, and educational leaders are united in the belief that instructional time should be used for student learning purposes and that school discipline should be imposed in a way that, as much as possible, does not exclude students from school or limit their ability or opportunity to learn. According to the U.S. Department of Justice's Civil Rights Division (DOJ) and the U.S. Department of Education's Office for Civil Rights (OCR), in their joint January 2014 Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, studies suggest a correlation between exclusionary discipline policies and practices (such as suspension and expulsion) and an array of serious educational, economic, and social problems, including school avoidance and diminished educational engagement, decreased academic achievement, increased behavior problems, and increased likelihood of dropping out, substance abuse, and involvement with the juvenile justice system. Consequently, they recommend that districts adopt alternative disciplinary measures that provide students with appropriate interventions and supports as a means for preventing and addressing student misbehaviors. ****

****Note: Pursuant to Education Code 48900.5, a district is not authorized to suspend a student for certain specified violations unless the student has been subjected to other means of correction which have failed to bring about proper conduct. Such other means of correction include, but are not limited to, conferences between school personnel, the student, and the student's parent/guardian; use of study, guidance, or other intervention teams to develop a plan to address the behavior in partnership with the student; and participation in a restorative justice program. For further information about specific disciplinary strategies, including alternatives to class or school removals, see BP/AR 5144 - Discipline. Education Code 48900.5 authorizes a district to document in a student's records the alternative means of correction used to address the student's behavior. Furthermore, when a student is being suspended by the Superintendent, principal, or designee, Education Code 48911 requires that the student be informed, during the informal conference that precedes the suspension, of the other means of correction that were attempted before the suspension. ****

****Note: Pursuant to Education Code 48913.5, as added by AB 982 (Ch. 779, Statutes of 2019), when a parent/guardian of a student in grades 1-12 who has been suspended for two or more school days requests homework that the student would otherwise have been assigned, the student's teacher must provide such homework; see BP 6154 - Homework/Makeup Work. ****

~~The Governing Board has established policies and standards of behavior in order to promote learning and protect the safety and well-being of all students. When these policies and standards are violated, it may be necessary to suspend or expel a student from regular classroom instruction.~~

~~Suspended or expelled students shall be excluded from all school-related extracurricular activities during the period of suspension or expulsion.~~

~~Except where suspension for a first offense is warranted in accordance with law, suspension shall be imposed only when other means of correction fail to bring about proper conduct. (Education Code 48900.5) ———.~~

~~Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to him/herself or others. (Education Code 48915)~~

The Governing Board desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Board shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5131.2 - Bullying)

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be only those specified in law, in this policy, and in the accompanying administrative regulation.

The grounds for suspension and expulsion and the procedures for considering, recommending and/or implementing suspension and expulsion shall be specified *only those specified in law, in this policy, and in the accompanying* administrative regulation.

~~Prohibited Conduct~~

~~The Board supports a strict approach to serious offenses. This approach makes the removal of potentially dangerous students from the classroom a top priority. It ensures fair and equal treatment of an students and requires that all offenders be punished to the fullest extent allowed by law. Staff shall immediately report to the Superintendent or designee any incidence of offenses specified in law, Board policy and administrative regulation as cause for suspension or expulsion.~~

~~The Superintendent or designee shall notify staff, students and parents/ guardians about the district's prohibited conduct policy and the consequences which may result from student offenses. He/she shall also ensure strict enforcement of this policy.~~

****Note: Pursuant to Education Code 48900(s), a student may be subject to discipline only when the violation is related to a school activity or school attendance as specified below. A student may also be disciplined for a violation committed away from school if it is related to a school activity or to school attendance. For example, Education Code 48900 defines bullying by means of an electronic act as including an act that originates off campus; see the accompanying administrative regulation and BP/AR 5131.2 - Bullying. Another example is the hostile school environment which a victim may suffer from sexual harassment that occurs off campus; see BP/AR 5145.7 - Sexual Harassment. ****

Except when otherwise permitted by law, a student may be suspended or expelled only when the behavior is related to a school activity or school attendance occurring within any district school or another school district, regardless of when it occurs, including, but not limited to, the following: (Education Code 48900(s))

1. *While on school grounds*
2. *While going to or coming from school*
3. *During the lunch period, whether on or off the school campus*

(cf. 5112.5 - Open/Closed Campus)

4. *During, going to, or coming from a school-sponsored activity*

****Note: The following paragraph addresses the problem of unlawful discrimination in the administration of student discipline. In their joint January 2014 Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, DOJ and OCR noted that, based on the civil rights data collection conducted by OCR, students of certain racial or ethnic groups tended to be disciplined more, and sometimes more harshly, than their similarly situated peers in violation of federal nondiscrimination laws. The letter warned that any district determined to have engaged in unlawful discrimination could be subject to OCR investigation and significant remedial action. ****

District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the district's nondiscrimination policies.

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

Appropriate Use of Suspension Authority

****Note: Education Code 48900.5 requires districts to use other means of correction instead of suspension or expulsion except when a student commits certain enumerated offenses. The following section reflects legislative intent regarding appropriate use of suspension as a means of disciplining students and may be modified to reflect district practice. ****

Except when a student's act violates Education Code 48900(a)-(e), as listed in items #1-5 under "Grounds for Suspension and Expulsion: Grades K-12" of the accompanying administrative regulation, or when the student's presence causes a danger to others, suspension shall be used only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5, 48900.6)

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5144 - Discipline)

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

(cf. 6164.2 - Guidance/Counseling Services)

(cf. 6164.5 - Student Success Teams)

****Note: The following optional paragraph may be revised to reflect district practice. ****

A student's parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to on-campus or off-campus suspension.

*****Note:** As amended by SB 419 (Ch. 279, Statutes of 2019), Education Code 48900(k) prohibits a district from suspending students in grades K-8 for disruption or willful defiance beginning July 1, 2020. ***

*****Note:** A district may, but is not required to, suspend students in grades 9-12 for disruption or willful defiance. Even with this authority, districts should be careful in using these grounds, as available data have indicated a disproportionate use with certain student subgroups. Option 1 below is for use by any district that chooses to suspend students in grades 9-12 for disruption and/or willful defiance as authorized pursuant to Education Code 48900(k). Any district that chooses to eliminate disruption and willful defiance as reasons for suspending any of its students from school should select Option 2 below. Such districts should also delete the section titled "Additional Grounds for Suspension and Expulsion: Grades 9-12" in the accompanying administrative regulation. ***

*****Note:** Each option below reflects an exception granted to teachers pursuant to Education Code 48910 to suspend students, including a K-3 student, from class; see section "Suspension from Class by a Teacher" in the accompanying administrative regulation. ***

OPTION 1: No student in grades K-8 may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900)

OPTION 2: No student may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900)

*****Note:** The following optional paragraph reflects the Legislature's intent, expressed in Education Code 48900, concerning disciplinary actions against truant, tardy, or absent students. Since these are not enumerated offenses, a district does not have the authority to suspend or expel students for committing any of these acts. ***

Students shall not be suspended or expelled for truancy, tardiness, or absenteeism from assigned school activities.

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

On-Campus Suspension

*****Note:** As an alternative to off-campus suspension, Education Code 48911.1 authorizes a supervised suspension classroom program for students who pose no imminent danger to anyone at school and who have not been recommended for expulsion, as specified below. Education Code 48911.2 states that, if the number of students suspended during the prior year exceeds 30 percent of the school's enrollment, the district should consider implementing this program and/or another on-campus progressive discipline program. ***

*****Note:** The following optional section is for use by districts implementing a supervised suspension classroom program. Such districts may continue to claim funding apportionments for students so assigned, provided they meet specific criteria which are set forth under "Supervised Suspension Classroom" in the accompanying administrative regulation. A district does not receive funding for off-campus suspensions. ***

To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent danger or threat to anyone at

school and for whom expulsion proceedings have not been initiated, the Superintendent or designee shall establish a supervised suspension classroom program which meets the requirements of law.

Except where a supervised suspension is permitted by law for a student's first offense, supervised suspension shall be imposed only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

Authority to Expel

A student may be expelled only by the Board. (Education Code 48918(j))

As required by law, the Superintendent or principal shall recommend expulsion and the Board shall expel any student found to have committed any of the following "mandatory recommendation and mandatory expulsion" acts at school or at a school activity off school grounds: (Education Code 48915)

1. Possessing a firearm which is not an imitation firearm, as verified by a certificated employee, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence

(cf. 5131.7 - Weapons and Dangerous Instruments)

2. Selling or otherwise furnishing a firearm

3. Brandishing a knife at another person

4. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058

5. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4

6. Possessing an explosive as defined in 18 USC 921

For all other violations listed in the accompanying administrative regulation, the Superintendent or principal shall have the discretion to recommend expulsion of a student. If expulsion is recommended, the Board shall order the student expelled only if it makes a finding of either or both of the following: (Education Code 48915(b) and (e))

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct

2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

A vote to expel a student shall be taken in an open session of a Board meeting.

****Note: Pursuant to Education Code 48917, the Board may decide to suspend the enforcement of an order for expulsion as long as a student satisfies specific conditions. See the accompanying administrative regulation for criteria. In addition, the Attorney General opined in 80 Ops.Cal.Atty.Gen. 85 (1997) that the enforcement of an expulsion order may be suspended even in those cases where the student has committed an offense for which*

*expulsion is required by law. Legal counsel should be consulted as appropriate. ****

The Board may vote to suspend the enforcement of the expulsion order pursuant to the requirements of law and the accompanying administrative regulation. (Education Code 48917)

No student shall be expelled for disruption or willful defiance. (Education Code 48900)

****Note: The following paragraph is for use by districts that contract with the California Department of Education (CDE) to operate a California State Preschool Program. Education Code 8239.1 prohibits the expulsion or disenrollment of a child in a preschool program unless the district has taken specified steps and the child's continued enrollment would present a serious safety threat to the child or other enrolled children. For further details regarding the steps the district must take prior to expelling a child, see BP 5148.3 - Preschool/Early Childhood Education. ****

No child enrolled in a preschool program shall be expelled except under limited circumstances as specified in AR 5148.3 - Preschool/Early Childhood Education.

(cf. 5148.3 - Preschool/Early Childhood Education)

Student Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and/or expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices, **hearings**, and appeals as specified in administrative regulation and law. (Education Code 48911, 48915, 48915.5, 48918)

(cf. 5119 - Students Expelled from Other Districts)

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

~~The Superintendent or designee shall examine alternatives to off-campus suspension and may establish a suspension program which involves progressive discipline during the school day on campus; use of conferences between staff, parents/guardians and students; detention; student study teams or other assessment-related teams; and/or referral to school support services staff. The use of such alternatives does not preclude off-campus suspensions.~~

Required Parental Attendance

~~The Board believes that parental involvement plays an important role in the resolution of classroom behavior problems. The Board expects that teachers will communicate with parents/guardians when behavior problems arise.~~

~~Whenever a student is removed from a class because he/she committed an obscene act, engaged in habitual profanity or vulgarity, disrupted school activities or otherwise willfully defied valid staff authority, the teacher of the class from which the student was removed may provide that the student's parent/guardian attend a portion of a school day in that class. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or designee. (Education Code 48900.1)~~

~~The Board encourages teachers, before requiring parental attendance, to make reasonable efforts to have the~~

~~parent/guardian visit the class voluntarily. The teacher also may inform the parent/guardian about available resources and parent education opportunities. Teachers should reserve the option of required parental attendance for cases in which they have determined that it is the best strategy to promote positive interaction between the student and the parent/guardian and to improve classroom behavior.~~

~~The teacher shall apply this policy uniformly to all students within the classroom. This policy shall apply only to a parent/guardian who lives with the student. (Education Code 48900.1)~~

~~Parental attendance may be requested on the day the student returns to class or within one week thereafter. The principal or designee shall contact any parents/guardians who do not respond to the request to attend school. The Board recognizes that parental compliance with this policy may be delayed, modified or prevented for reasons such as serious illness/injury/disability, absence from town, or inability to get release time from work.~~

~~***Note: Labor Code 230.7 provides that no employer shall discharge or in any way discriminate against an employee who takes time off work to attend his/her child's class when requested pursuant to Education Code 48900.1, provided the employee gives the employer reasonable advance notice that he/she is requested to appear in school. Any employee who is discharged, threatened with discharge, demoted, suspended or in any other way discriminated against by the employer for such an absence is entitled to reinstatement and reimbursement for lost wages and work benefits.***~~

~~District regulations and school-site rules for student discipline shall include procedures for implementing parental attendance requirements.~~

Maintenance and Monitoring of Outcome Data

~~***Note: Education Code 48900.8 and 48916.1 require the district to maintain data related to suspensions and expulsions as provided below. Pursuant to Education Code 48916.1, the Superintendent of Public Instruction may require submission of such data as part of the Federal Program Monitoring process. In addition, 20 USC 7961 requires districts to submit to CDE a description of the circumstances surrounding any expulsions based on bringing or possessing a firearm on campus, including the name of the school, the number of students expelled, and the type of firearms involved. ***~~

~~The Superintendent or designee shall maintain outcome data related to student suspensions and expulsions in accordance with Education Code 48900.8 and 48916.1, including, but not limited to, the number of students recommended for expulsion, the grounds for each recommended expulsion, the actions taken by the Board, the types of referral made after each expulsion, and the disposition of the students after the expulsion period. For any expulsion that involves the possession of a firearm, such data shall include the name of the school and the type of firearm involved, as required pursuant to 20 USC 7961. Suspension and expulsion data shall be reported to the Board annually and to the California Department of Education when so required.~~

~~***Note: Pursuant to Education Code 52060, districts are required to address school climate in the local control and accountability plan, as measured by student suspension and expulsion rates and other local measures for each school and each numerically significant student subgroup. As defined in Education Code 52052, numerically significant subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students, when there are at least 30 students in the subgroup or at least 15 foster youth or homeless students. ***~~

In presenting the report to the Board, the Superintendent or designee shall disaggregate data on suspensions and expulsions by school and by numerically significant student subgroups, including, but not limited to, ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. Based on the data, the Board shall address any identified disparities in the imposition of student discipline and shall determine whether and how the district is meeting its goals for improving school climate as specified in its local control and accountability plan.

(cf. 0460 - Local Control and Accountability Plan)

Legal Reference:

EDUCATION CODE

212.5 Sexual harassment

233 Hate violence

1981-1981.5 Enrollment of students in community school

8239.1 Prohibition against expulsion of preschool student

17292.5 Program for expelled students

32261 Interagency School Safety Demonstration Act of 1985

35145 Open board meetings

35146 Closed sessions (regarding suspensions)

35291 Rules (for government and discipline of schools)

35291.5 Rules and procedures on school discipline

48645.5 Readmission; contact with juvenile justice system

48660-48666 Community day schools

48853.5 Foster youth

48900-48927 Suspension and expulsion

48950 Speech and other communication

48980 Parental notifications

49073-49079 Privacy of student records

52052 Numerically significant student subgroups

52060-52077 Local control and accountability plan

64000-64001 Consolidated application

CIVIL CODE

47 Privileged communication

48.8 Defamation liability

CODE OF CIVIL PROCEDURE

1985-1997 Subpoenas; means of production

GOVERNMENT CODE

11455.20 Contempt

54950-54963 Ralph M. Brown Act

HEALTH AND SAFETY CODE

11014.5 Drug paraphernalia

11053-11058 Standards and schedules

LABOR CODE

230.7 Employee time off to appear in school on behalf of a child

PENAL CODE

31 Principal of a crime, defined

240 Assault defined

241.2 Assault fines

242 Battery defined

243.2 Battery on school property
 243.4 Sexual battery
 245 Assault with deadly weapon
 245.6 Hazing
 261 Rape defined
 266c Unlawful sexual intercourse
 286 Sodomy defined
 288 Lewd or lascivious acts with child under age 14
 288a Oral copulation
 289 Penetration of genital or anal openings
 417.27 Laser pointers
 422.55 Hate crime defined
 422.6 Interference with exercise of civil rights
 422.7 Aggravating factors for punishment
 422.75 Enhanced penalties for hate crimes
 626.2 Entry upon campus after written notice of suspension or dismissal without permission
 626.9 Gun-Free School Zone Act of 1995
 626.10 Dirks, daggers, knives, razors, or stun guns
 868.5 Supporting person; attendance during testimony of witness

WELFARE AND INSTITUTIONS CODE

729.6 Counseling
 UNITED STATES CODE, TITLE 18
 921 Definitions, firearm
 UNITED STATES CODE, TITLE 20
 1415(K) Placement in alternative educational setting
 7961 Gun-free schools
 UNITED STATES CODE, TITLE 42
 11432-11435 Education of homeless children and youths

COURT DECISIONS

T.H. v. San Diego Unified School District (2004) 122 Cal. App. 4th 1267
 Woodbury v. Dempsey (2003) 108 Cal. App. 4th 421
 Board of Education of Sacramento City Unified School District v. Sacramento County Board of Education and Kenneth H. (2001) 85 Cal.App.4th 1321
 Fremont Union High School District v. Santa Clara County Board (1991) 235 Cal. App. 3d 118
 Garcia v. Los Angeles Board of Education (1991) 123 Cal. App. 3d 807
 John A. v. San Bernardino School District (1982) 33 Cal. 3d 301

ATTORNEY GENERAL OPINIONS

84 Ops.Cal.Atty.Gen. 146 (2001)
 80 Ops.Cal.Atty.Gen. 348 (1997)
 80 Ops.Cal.Atty.Gen. 91 (1997)
 80 Ops.Cal.Atty.Gen. 85 (1997)

Management Resources:

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
 Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, January 2014

WEB SITES

CSBA: <http://www.csba.org>
 California Attorney General's Office: <http://www.oag.ca.gov>
 California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr/docs/crdc-2012-data-summary.pdf>

U.S. Department of Education, Office of Safe and Healthy Students:
<http://www2.ed.gov/about/offices/list/oese/oshs>

(12/17 10/18) 3/20

Policy adopted by Shandon Board of Education: June 22, 2000 Revised:

11.10

Shandon Joint Unified School District

Board Policy

BP 6020

Instruction

Parent Involvement

****Note: Education Code 11503 and 20 USC 6318 mandate each district receiving federal Title I, Part A, funds to have a written parent/guardian and family engagement policy developed jointly with and agreed upon by parents/guardians and family members of participating students. Education Code 11504 mandates districts to adopt a policy on parent/guardian involvement applicable to each school that does not receive Title I funds. The following policy and accompanying administrative regulation contain language satisfying both mandates and should be revised to reflect district practice.****

****Note: In addition, Education Code 51101 mandates policy for all districts addressing the manner in which parents/guardians, school staff, and students may share responsibility for continuing the intellectual, physical, emotional, and social development and well-being of students; see BP/AR 5020 - Parent Rights and Responsibilities for language fulfilling this mandate.****

****Note: For best practices in implementing parent/guardian and family engagement programs, see the California Department of Education's Family Engagement Framework: A Tool for California School Districts.****

The Governing Board recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent/**guardian** involvement in the education of their children contributes greatly to student achievement and a positive school environment. The Superintendent or designee shall work with staff and parents/guardians **and family members to jointly to develop and agree upon policy and strategies to meaningfully involve** opportunities at all grade levels for parents/guardians **to be involved and family members** in district and school activities **at all grade levels**; advisory, decision-making, and advocacy roles; and activities to support learning at home.

(cf. 0420 - School Plans/Site Councils)

(cf. 0420.1 - School-Based Program Coordination)

(cf. 0520.2 - Title I Program Improvement Schools)

(cf. 1220 - Citizen Advisory Committees)

(cf. 1230 - School-Connected Organizations)

(cf. 1240 - Volunteer Assistance)

(cf. 1250 - Visitors/Outsiders)

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 5145.6 - Parental Notifications)

The district's local control and accountability plan (LCAP) shall include goals and strategies for parent/guardian involvement and family engagement, including district efforts to seek parent/guardian input

in district and school site decision making and to promote parent/guardian participation in programs for English learners, foster youth, students eligible for free and reduced-price meals, and students with disabilities. (Education Code 42238.02, 52060)

(cf. 0460 - Local Control and Accountability Plan)

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's parent/*guardian and family engagement* involvement efforts, including, but not limited to, input from parents/guardians, *family members*, and school staff on the adequacy of ~~parent~~ involvement opportunities and *on* barriers that may inhibit ~~parent/guardian~~ participation.

(cf. 0500 - Accountability)

Title I Schools

****Note: The following section is for use by districts that receive Title I funds. 20 USC 6318 mandates that such districts develop, jointly with parents/guardians and family members of participating students, policy which establishes expectations and objectives for meaningful parent/guardian and family involvement and describes how the district will address specified components. See the accompanying administrative regulation for the required components and optional strategies for addressing each component.****

****Note: State law (Education Code 11503) also mandates procedures to ensure that parents/guardians are consulted and participate in the planning, design, implementation, and evaluation of the Title I parent/guardian and family engagement program.****

~~Each year the Superintendent or designee shall identify specific objectives of the district's parent involvement program for schools that receive Title I funding. He/she shall ensure that parents/guardians are consulted and participate in the planning, design, implementation, and evaluation of the parent involvement program. (Education Code 11503)~~

The Superintendent or designee shall involve parents/guardians and family members in establishing district expectations and objectives for meaningful parent/guardian and family engagement in schools supported by Title I funding, developing strategies that describe how the district will carry out each activity listed in 20 USC 6318, as contained in the accompanying administrative regulation, and implementing and evaluating such programs, activities, and procedures. As appropriate, the Superintendent or designee shall conduct outreach to all parents/guardians and family members. (Education Code 11503; 20 USC 6318)

(cf. 6171 - Title I Programs)

****Note: The following paragraph is for use by districts that receive more than \$500,000 in Title I, Part A funding. Pursuant to 20 USC 6318, the Governing Board must reserve at least one percent of the district's Title I funding to carry out parent/guardian and family engagement activities, provided that one percent of the allocation received by the district totals more than \$5,000.****

~~The Superintendent or designee shall ensure that the district's parent involvement strategies are jointly developed with and agreed upon by parents/guardians of students participating in Title I programs. Those strategies shall establish expectations for parent involvement and describe how the district will carry out each~~

activity listed in 20 USC 6318. (20 USC 6318)

~~Pursuant to 20 USC 6318, the Board must reserve at least one percent of the district's Title I funding to carry out parent involvement activities, including promotion of family literacy and parenting skills, provided that one percent of the allocation received by the district totals more than \$5,000. At least 95 percent of the reserved funds must be distributed to eligible schools.~~

~~The Superintendent or designee shall consult with parents/guardians of participating students in the planning and implementation of parent involvement programs, activities, and regulations. He/she also shall involve parents/guardians of participating students in decisions regarding how the district's Title I funds will be allotted for parent involvement activities. (20 USC 6318)~~

When the district's Title I, Part A allocation exceeds the amount specified in 20 USC 6318, the Board shall reserve at least one percent of the funding to implement parent/guardian and family engagement activities and shall distribute at least 90 percent of those reserved funds to eligible schools, with priority given to high-need schools as defined in 20 USC 6631. The Superintendent or designee shall involve parents/guardians and family members of participating students in decisions regarding how the district's Title I funds will be allotted for parent/guardian and family engagement activities. (20 USC 6318)

(cf. 3100 - Budget)

****Note: 20 USC 6318 identifies allowable uses of the Title I funds reserved for parent/guardian and family engagement, as provided below. These uses are consistent with the activities that must be addressed in the district's parent/guardian and family engagement policy, as described in the accompanying administrative regulation. ****

~~In addition to the district-level policy described above, 20 USC 6318 requires that each individual school receiving Title I funds have a written parent involvement policy with specified components; see the accompanying administrative regulation.~~

~~The Superintendent or designee shall ensure that each school receiving Title I funds develops a school-level parent involvement policy in accordance with 20 USC 6318.~~

Expenditures of such funds shall be consistent with the activities specified in this policy and shall include at least one of the following: (20 USC 6318)

- 1. Support for schools and nonprofit organizations in providing professional development for district and school staff regarding parent/guardian and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents/guardians and family members*
- 2. Support for programs that reach parents/guardians and family members at home, in the community, and at school*
- 3. Dissemination of information on best practices focused on parent/guardian and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents/guardians*

and family members

4. Collaboration, or the provision of subgrants to schools to enable collaboration, with community-based or other organizations or employers with a record of success in improving and increasing parent/guardian and family engagement

5. Any other activities and strategies that the district determines are appropriate and consistent with this policy

****Note: The following paragraph is for use by districts that receive funds under federal Title IV, Part E (20 USC 7241-7246).****

If the district also receives funds under federal Title IV, Part E, to coordinate and enhance family engagement programs, the Superintendent or designee shall inform parents/guardians and organizations of the existence of Title IV. (20 USC 6318)

****Note: Pursuant to 20 USC 6318, the district's parent/guardian and family engagement policy must be incorporated into the district's Title I LEA plan. In California, all the requirements of the LEA plan are addressed in an addendum to the LCAP. See BP 0460 - Local Control and Accountability Plan.****

The district's Board policy and administrative regulation containing parent/guardian and family engagement strategies shall be incorporated into the district's LCAP in accordance with 20 USC 6312. (20 USC 6318)

The Superintendent or designee shall ensure that each school receiving Title I funds develops a school-level parent/guardian and family engagement policy in accordance with 20 USC 6318.

District and school-level parent/guardian and family engagement policies and administrative regulations shall be distributed to parents/guardians of students participating in Title I programs and shall be available to the local community. Parents/guardians shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents/guardians can understand. (20 USC 6318)

Non-Title I Schools

****Note: The following section is for use by districts that do not receive any Title I funds or that have one or more individual schools that do not receive Title I funds. Education Code 11504 mandates the Board to adopt a policy on parent/guardian involvement, applicable to each school that does not receive Title I funds, that is consistent with the purposes and goals in Education Code 11502. See the accompanying administrative regulation for information about these goals and sample strategies for addressing each goal.****

The Superintendent or designee shall develop and implement strategies applicable to each school that does not receive federal Title I funds to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how the district and schools will address the purposes and goals described in Education Code 11502. (Education Code 11504)

Legal Reference:
EDUCATION CODE

11500-11505 Programs to encourage parent involvement
48985 Notices in languages other than English
51101 Parent rights and responsibilities
52060-52077 Local control and accountability plan
54444.1-54444.2 Parent advisory councils, services to migrant children
56190-56194 Community advisory committee, special education
64001 School plan for student achievement, consolidated application programs

LABOR CODE

230.8 Time off to visit child's school

CODE OF REGULATIONS, TITLE 5

18275 Child care and development programs, parent involvement and education

UNITED STATES CODE, TITLE 20

6311 State plan

6312 Local educational agency plan

6314 Schoolwide programs

6318 Parent and family engagement

6631 Teacher and school leader incentive program, purposes and definitions

7241-7246 Family engagement in education programs

CODE OF FEDERAL REGULATIONS, TITLE 28

35.104 Definitions, auxiliary aids and services

35.160 Communications

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Title I School-Level Parental Involvement Policy

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

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Parental Involvement: Title I, Part A, Non-Regulatory Guidance, April 23, 2004

WEB SITES

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

California Department of Education, Family, School, Community Partnerships: <http://www.cde.ca.gov/ls/pf>

California Parent Center: <http://parent.sdsu.edu>

California State PTA: <http://www.capta.org>

National Coalition for Parent Involvement in Education: <http://www.ncpie.org>

National PTA: <http://www.pta.org>

Parent Information and Resource Centers: <http://www.pirc-info.net>

Parents as Teachers National Center: <http://www.parentsasteachers.org>

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

(8/06 10/17) 5/20

Board Approved: 9/10/13

Shandon Joint Unified School District

11.7

Board Policy

Concurrent Enrollment In College Classes

BP 6172.1

Instruction

****Note: The following optional policy may be revised to reflect district practice. Education Code 48800-48802 and 76000-76004 authorize enrollment in community college courses as an option for a limited number of district students to benefit from advanced scholastic or career technical work. ****

****Note: The following policy does not address requirements pertaining to early or middle college high schools established pursuant to Education Code 11300-11302. These programs provide students an opportunity to achieve two years of college credit at the same time they are earning a high school diploma, and are targeted toward student groups that historically have below-average high school and college graduation rates (e.g., low-income, at-risk, English learner, and minority students). Districts that offer such a program may revise the following policy to reflect program goals and requirements. ****

The Governing Board desires to provide opportunities for eligible district students to enroll concurrently in courses offered at postsecondary institutions in order to foster individual student achievement, increase opportunities for students to complete college preparatory course requirements and/or participate in career technical education (CTE), and prepare students for a smooth transition into college by providing exposure to the collegiate environment.

(cf. 6143 - Courses of Study)

(cf. 6172 - Gifted and Talented Student Program)

(cf. 6178 - Career Technical Education)

(cf. 6178.2 - Regional Occupational Center/Program)

****Note: The following paragraph is optional. Education Code 51225.3 provides that completion of postsecondary courses may be used as an alternative means of satisfying high school graduation requirements when approved by the Governing Board. See BP 6146.11 - Alternative Credits Toward Graduation. Pursuant to Education Code 48800, 76001, and 76003, a student will receive credit for community college courses that the student completes at the level determined appropriate by the Board and the governing board of the community college district. ****

When it is determined that the postsecondary course in which the student intends to enroll is substantially equivalent to a course provided by the district, the student may receive credit toward high school graduation requirements in addition to credit received from the college.

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.11 - Alternative Credits Toward Graduation)

Approval of Concurrent Enrollment

****Note: Although the Board may approve students for postsecondary classes in accordance with Education Code 48800 and 48800.5, the decision to admit a student into a postsecondary class rests with the college. Pursuant to Education Code 76002, a community college may restrict the admission of special part-time or full-time students based on age, completion of a specified grade level, and/or demonstrated eligibility for instruction using assessment methods and procedures approved by the Board of Governors of the California Community Colleges. Education Code 76001 requires that community colleges assign a low enrollment priority to special part-time or full-time students in order to ensure that they do not displace regularly admitted students. ****

****Note: The following optional paragraph may be revised to reflect criteria for approval established by the Board. ****

The Board may approve a limited number of students of any age or grade level to apply for part-time or full-time concurrent enrollment in a community college or four-year college when it is determined to be in the student's best interest and the student is adequately prepared for such coursework.

Upon recommendation of the principal and with parent/guardian consent, the Board may authorize a student to attend a community college during any session or term as a special part-time or full-time student and to undertake one or more courses of instruction offered at the community college level. (Education Code 48800)

****Note: Education Code 48800 provides a five percent enrollment cap on the number of students at each grade level who may be recommended for community college summer session. However, this enrollment cap does not include a student who is enrolled in a college-level lower division general education course or a career technical education (CTE) course leading to a degree or certificate in the subject area, if the course meets the criteria specified in Education Code 48800. Pursuant to Education Code 48800, as amended by AB 1729 (Ch. 784, Statutes of 2019), such exceptions are operative through January 1, 2027. ****

Within the enrollment limits and exceptions allowed by law, the principal may recommend a student for community college summer session if that student demonstrates adequate preparation in the discipline to be studied and exhausts all opportunities to enroll in an equivalent course, if any, at the school of attendance. (Education Code 48800)

A student's parent/guardian, regardless of the student's age or grade level, may petition the Board to authorize special full-time attendance at a community college on the ground that the student would benefit from advanced scholastic or career technical work that would be available. If the petition is denied, an appeal may be filed with the County Board of Education. (Education Code 48800.5)

If the Board denies a request for special part-time or full-time enrollment at a community college for a student who is identified as highly gifted and talented, the Board shall issue its written recommendation and the reasons for the denial at its next regularly scheduled Board meeting that falls at least 30 days, but within 60 days, after the request has been submitted. (Education Code 48800, 48800.5)

****Note: The following optional paragraph is for districts that offer an adult education program. Pursuant to Education Code 52620, as added by SB 554 (Ch. 528, Statutes of 2019), an adult education student pursuing a high school diploma or a high school equivalency certificate may be allowed to attend a community college as a special part-time student. ****

The Board may authorize a student who is pursuing a high school diploma or a high school equivalency

certificate through an adult education program, upon recommendation of the administrator of the student's adult school, to attend a community college during any session or term as a special part-time student. (Education Code 52620)

(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)
(cf. 6200 - Adult Education)

College and Career Access Pathways Partnerships

****Note: The following optional section is for districts that wish to establish a College and Career Access Pathways (CCAP) program at one or more high schools. Education Code 76004 authorizes the Board to enter into a CCAP agreement with the governing board of a community college district for the purpose of offering or expanding dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education. The goals of such programs are to develop seamless pathways from high school to community college for CTE or preparation for transfer, improve high school graduation rates, and/or help achieve college and career readiness. Pursuant to Education Code 76004, as amended by SB 586 (Ch. 529, Statutes of 2019), the Board must present, invite public input, and take action on the proposed agreement at an open Board meeting. ****

****Note: As a condition of adopting a CCAP agreement which provides for CTE pathways, Education Code 76004, as amended by SB 586, requires the Board and the governing board of the community college district to consult with and consider input from the appropriate local workforce development board to determine the extent to which the pathways are aligned with regional and statewide employment needs. ****

****Note: For further information about CCAP requirements, see the accompanying administrative regulation. ****

The Board may enter into a College and Career Access Pathways (CCAP) partnership agreement with the board of a community college district for the purpose of offering or expanding dual enrollment opportunities for students. The agreement shall be approved at an open public Board meeting, with an opportunity for public input provided prior to the Board taking action. If the CCAP agreement provides for CTE pathways, the Board shall consult with and consider input from appropriate local workforce board(s) to determine the extent to which the pathways are aligned with regional and statewide employment needs. (Education Code 76004)

Program Evaluation

****Note: The following optional section should be revised to reflect indicators agreed upon by the Board and Superintendent for evaluating the district's program. ****

The Superintendent or designee shall regularly report to the Board regarding the number and demographics of district students participating in the concurrent enrollment option, their success in completing college preparatory courses ("a-g" courses) and postsecondary courses, and any impact on their achievement in district courses and graduation rates.

(cf. 0500 - Accountability)
(cf. 6162.5 - Student Assessment)
(cf. 6190 - Evaluation of the Instructional Program)

Legal Reference:

EDUCATION CODE

11300-11302 Early and middle college high schools

42238.02 Definition of unduplicated student

46141 Minimum day, high school

46145-46147 Minimum day, high school

48800-48802 Enrollment of gifted students in community college

51225.3 Alternative means of satisfying graduation requirements

52620 Adult education and attendance at community college

76000-76004 Enrollment in community college

76140 No community college fee/tuition for special part-time students

87010 Definition of sex offense

87011 Definition of controlled substance offense

Management Resources:

WEB SITES

California Community Colleges: <http://www.cccco.edu>

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

California Postsecondary Education Commission: <http://www.cpec.ca.gov>

California State University: <http://www.calstate.edu>

Foundation for California Community Colleges: <http://foundationccc.org>

University of California: <http://www.universityofcalifornia.edu>

New Board Policy to SJUSD

(7/08) 3/20