

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Board Meeting Agenda

August 4, 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, August 4, 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

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 Superintendent's Report

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 July 21, 2020 Board Meeting
- 9.2 Approval of Warrants and Payroll for July 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

10.0 DISCUSSION/ACTION ITEM

10.1 Discussion and Approval of the 45 Day Revision of the Budget

-No later than 45 days after the Governor signs the annual Budget Act, the school district shall make available for public review any revisions in revenues and expenditures that it has made to its budget to reflect the funding made available by that Budget Act.

10.2 Resolution 2020-21-02 Authorizing assignment of teachers to each outside of their credentialed area

-The district has two teachers teaching outside their credential area. The approval of this resolution authorizes these exemptions.

10.3 Resolution 2020-21-03 Notice of layoff: classified employees- reduction in force due to lack of funds and/or lack of work

-Ed Code sections 8366, 45114, 45115, 45117, 45298, and 45308 require that notice of layoff for lack of funds and/or lack of work be provided to classified employees and set forth the procedures for laying off and reemploying such employees.

10.4 Approval of Shandon High School Student/Parent 2020-21 School Year Handbook

-Provided for your revision is the updated 2020-21 handbook. This handbook is provided to the students at the beginning of the school year.

10.5 Approval of Annual Notice to Parents/Guardians 2020-21 School Year

-Each school district must notify parents and guardians of their legal rights and obligations at the beginning of the first semester or quarter of the regular school year.

10.6 Approval of SJUSD Emergency Response Plan 2020-2021 School Year

-Provided for your revision is the updated emergency response plan. This plan is for SJUSD staff.

10.7 Discussion and possible approval of K/1st and 1st/2nd grade class combination for 2020-21 school year

-In light of projected enrollment numbers and budget implication of putting two classes together, it is recommended the combination of K/1st and 1st/2nd to create two combination classes for 2020-21.

10.8 Discussion and possible approval of Elementary School waiver for face to face instruction beginning August 20, 2020.

-On July 17, 2020 the California Department of Public Health announced that a waiver of the state's school reopening criteria may be available for elementary schools. This waiver is not the jurisdiction of the California Department of Education of the State Board of Education, but will instead be considered by local public health officers, in consultation with CDPH.

11.0 BOARD POLICIES FIRST READINGS

11.1 BP 0470 COVID-19 Mitigation Plan

-This policy is intended for use during the coronavirus (COVID-19) pandemic and supersedes conflicting provisions in other district policies and administrative regulations, thereby eliminating the need to temporarily revise multiple policies.

12.0 FUTURE AGENDA ITEM REQUESTS

13.0 ANNOUNCEMENTS

The next regular meeting of the Board of Trustees is scheduled for September 1, 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

Regular Meeting of the Board of Trustees

MEETING DATE: August 4, 2020

9.1

AGENDA ITEM TITLE:

Approval of the Minutes of July 21, 2020 Board Meeting

PREPARED BY:

G. Gavilanes

AGENDA SECTION:

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

SUMMARY:

Provided for your review are the minutes of July 21, 2020 Board meeting.

RECOMMENDED ACTION:

Approval

SHANDON JOINT UNIFIED SCHOOL DISTRICT
Regular Board Meeting Minutes
July 21, 2020

1.0 OPEN SESSION

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

Members present: Marlene Thomason, President; Nataly Ramirez, Clerk; Jennifer Moe; Robert Van Parlet; Flint Speer

Members absent: None

Staff Present: Kristina Benson, Superintendent; Diana Larsen, Fiscal Advisor

1.1 Public Comment Limited to Closed Session Items

There was 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 PUBLIC EMPLOYEE REAPPOINTMENT (OTHER THAN COMPENSATION)

Job Title: Superintendent/Principal

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

Agency Designated Representative: Marlene Thomason

Unrepresented Position: Superintendent/Principal

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

Board President Thomason adjourned closed session at 6:50PM

3.0 RECONVENE SESSION / PLEDGE OF ALLEGIANCE TO THE FLAG

Board President Thomason reconvened to open session at 7:01PM and board member Parlet led the pledge of allegiance.

4.0 REPORT ON ACTION FROM CLOSED SESSION

Board President Thomason reported that there was no action taken on any items discussed.

5.0 ADOPTION OF AGENDA

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

6.0 PUBLIC COMMENT

6.1 PUBLIC COMMENT- there was no request for public comment

6.2 PUBLIC HEARING – Sunshine of Shandon Classified School Employees Association/CSEA Initial Proposal to the District

7.0 REPORTS FROM SCHOOL RELATED GROUPS (oral)

7.1 Student Body Reports -there was no report

7.2 Staff Reports -there was no report

7.3 Bargaining Representative Report-there was no report

7.4 Board Report-there was no report

8.0 INFORMATION/PRESENTATION ITEMS

8.1 SMS Honor Roll – was provided in the board packet

8.2 Superintendent's Report

- Update on lighting project
- Update on SLO Co schools re-opening plans
- Fair Update

9.0 APPROVAL OF CONSENT AGENDA

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

July 21, 2020

Dr. Benson requested the Board to take a break at 7:40PM so that we can change the chromebooks for laptops because the audio was not good. Board meeting reconvened at 8:00PM

10.0 DISCUSSION/ACTION ITEM

- 10.1 *A motion passed to approve the report of plan for SJUSD safe reopening of schools for 2020-21 school year starting on August 20, 2020 with a Distance learning platform until the Governor removes SLO Co off the watch list and stay off the watch list for 14 consecutive days, then Parkfield Elementary school will return to school with Plan A, full face-to-face instruction, and SES, SMS, and SHS will return with Plan B, Hybrid model (Speer/Parlet) roll call vote Speer, Thomason, Ramirez, and Parlet voted aye. Moe voted No.*
- 10.2 *A motion passed to approve Resolution 2020-21-01 approving plan for the safe reopening of schools and delegate emergency authority during the coronavirus/COVID-19 pandemic (Parlet/Ramirez) roll call vote Moe, Speer, Thomason, Ramirez, and Parlet voted aye.*
- 10.2 *A motion passed to approve the Bid for a walk-in cooler and exhaust fan from JR Barto heating and AC for a total of \$9,423 (Parlet/Speer) roll call vote Moe, Speer, Thomason, Ramirez, and Parlet voted aye.*
- 10.4 *The Board President stated that the Board would consider the reappointment of the Superintendent/*

Principal under a new 2020-2024 employment contract. The Board President made an oral report summarizing the compensation and fringe benefits reflected in the proposed contract, which include a base annual salary of \$132,600 based on a 220-day work year, provision of the same health and welfare benefits as provided to District's certificated employees, and paid membership dues in professional educational association. A motion was made by Trustee Moe, seconded by Trustee Speer, to terminate the existing contract of appointment and reappoint Dr. Kristina Benson as Superintendent/Principal effective July 1, 2020, subject to the terms of the 2020-2024 employment contract as circulated to the Board and summarized in the oral report. The motion was approved by the following vote of each member present: Moe, Speer, Thomason, Ramirez, and Parlet voted aye.

11.0 FUTURE AGENDA ITEM REQUESTS

12.0 ANNOUNCEMENTS

The next regular meeting of the Board of Trustees is scheduled for August 4, 2020 at
Shandon High School, Closed Session at 6:30 PM, Open/Regular Session at 7:00 PM

13.0 ADJOURNMENT

Board President Thomason adjourned the meeting at 9:10PM

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: August 4, 2020

AGENDA ITEM TITLE:

Approval of Warrants and Payroll for July 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 #01-03

General Fund (01)	\$ 179,386.10
Food Service/Cafeteria Fund (13)	\$2,840.62

TOTAL WARRANT APPROVALS

\$182,226.72

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.

June 10 th	\$34,053.34
June 30 th	\$218,841.51

TOTAL

\$252,894.85

July 10 th	\$10,187.07
July 31 st	\$75,959.50

TOTAL

\$86,146.57

RECOMMENDED ACTION:

Approve Accounts Payable and Payroll warrants

VENDOR NAME	FUND : 01 DESCRIPTION	GENERAL FUND EXTENDED DESCRIPTION	AMOUNT	INVOICE DATE
ABATE MACHINERY	INV#1905,TRACTOR		639.28	07/22/2020
AERIES SOFTWARE	INV#RN7535,2012/		7,650.00	07/08/2020
AMERIPRIDE UNIFORM SERVICES	INV#150262888,TO		116.91	07/14/2020
BREZDEN PEST CONTROL	INV#365872,H.S./	PEST CONTROL	430.00	07/22/2020
BRIGHTARROW TECHNOLOGIES	INV#11124,PHONE	ALL CALL SYSTEM	365.00	07/13/2020
CALIFORNIA DEPARTMENT OF TAX	ACC#57415407,2ND		63.29	07/22/2020
CALIFORNIA SCHOOL BOARD ASSOC.	INV#51699P2Q8T0,		4,416.00	07/08/2020
CALIFORNIA SCHOOL BOARD ASSOC.	INV#5269B4C4X1,G		1,250.00	07/08/2020
CENTURY LINK	INV#130154935,PH	VOP PHONE BILL	214.73	07/08/2020
CULLIGAN WATER	ACC#SM01823369,D	DRINKING WATER	50.00	07/08/2020
CULLIGAN WATER	ACC#SM0182351,DR	DRINKING WATER	109.95	07/08/2020
FOUNDATION FOR CALIFORNIA	2020/2021 COLLEG		381.75	07/08/2020
HURLEY, PATRICIA	REIMB.ENGLISH CU		105.95	07/14/2020
J.B.DEWAR INC.	INV#113503	TRANSP.FUEL AND GAS	144.01	07/14/2020
KUHNLE, KELLY	REIMB.DMV PHYSIC		80.00	07/22/2020
LOWE'S BUSINESS ACCT/GEMB	ACC#6675,MOT SUP		119.31	07/13/2020
MCGRAW-HILL EDUCATION	INV#113377837001		175.46	07/22/2020
MELENDY, LINDSEY	REIMB.FOR FINGER		84.00	07/13/2020
MONTEREY COUNTY	FAC#FA0815853,PR		331.00	07/08/2020
MOSS LEVY & HARTZHEIM	INV#23833,AUDIT		4,000.00	07/14/2020
OFFICE DEPOT	INV#513869011001		7.76	07/08/2020
OFFICE DEPOT	INV#512502160001		19.31	07/08/2020
OFFICE DEPOT	INV#512298595002		15.34	07/08/2020
OFFICE DEPOT	INV#100818303001		15.27	07/08/2020
OFFICE DEPOT	INV#100818294001		35.53	07/08/2020
OFFICE DEPOT	INV#100818290001		25.73	07/08/2020
OFFICE DEPOT	INV#100703034001		92.20	07/08/2020
PACIFIC GAS & ELECTRIC COMPANY	ACC#5762161390-0	PG&E BILLS	4,446.67	07/08/2020
PACIFIC GAS & ELECTRIC COMPANY	ACC#5762161390-0	PG&E BILLS	78.81	07/08/2020
PACIFIC GAS & ELECTRIC COMPANY	ACC#6230961798-3	PG&E BILLS	332.14	07/08/2020
PACIFIC GAS & ELECTRIC COMPANY	ACC#1779527540-7	PG&E BILLS	239.58	07/08/2020
PACIFIC GAS & ELECTRIC COMPANY	ACC#36441878596,	PG&E BILLS	105.14	07/08/2020
PACIFIC GAS & ELECTRIC COMPANY	ACC#6978927856-6	PG&E BILLS	49.44	07/08/2020
PACIFIC GAS & ELECTRIC COMPANY	ACC#2779319531-7	PG&E BILLS	81.59	07/08/2020
PACIFIC GAS & ELECTRIC COMPANY	ACC#00285119533,	PG&E BILLS	12.28	07/22/2020
PROCARE JANITORIAL SUPPLY INC.	INV#136032,CUSTO		2,131.11	07/14/2020
RANCH WIFI	INV#30274,PRKFLD	PARKFILED INTERNET	140.00	07/22/2020
READ NATURALLY	INV#240716,2020/	READ NATURALLY LICENSES	690.00	07/22/2020
RENAISSANCE LEARNING	INV#516830827655	A/R,STAR SUBSCRIPTION	2,349.40	07/22/2020
RENAISSANCE LEARNING	INV#516830427655	A/R,STAR SUBSCRIPTION	1,960.00	07/22/2020
REPUBLIC ELEVATOR CO.	INV#187532,WHEEL	WHEEL CHAIR LIFT MAINT	115.52	07/08/2020
SAN JOAQUIN COUNTY OFFICE	INV#201227,EDJOI	EDJOUN FEES	450.00	07/14/2020
SAN LUIS OBISPO COUNTY OFFICE	INV#201121,BEHAV		18,785.00	07/14/2020
SAN LUIS OBISPO COUNTY OFFICE	INV#201115,LEGAL		132.14	07/14/2020
SAN MIGUEL GRABAGE	ACC#318244,JULY	TRASH BILL	1,044.50	07/08/2020
SELF INSURED SCHOOLS OF CA.	ID#68833,JULY 20		55,586.10	07/06/2020
SHMOOP	INV#3416CA4R,ONL	ONLINE COURSE	2,050.00	07/14/2020
SISC II PROPERTY & LIABILITY	2020/21 PROPERTY		33,087.34	07/22/2020

VENDOR NAME	FUND : 01 DESCRIPTION	GENERAL FUND EXTENDED DESCRIPTION	AMOUNT	INVOICE DATE
SISC II PROPERTY & LIABILITY	2020/21 SPEC.ED.		2,125.00	07/22/2020
SISC II PROPERTY & LIABILITY	2020/21 VEHICLE		12,900.01	07/22/2020
SPURR	INV#107639,	NATURAL GAS	212.67	07/22/2020
STANLEY CONVERGENT SEC.SOLUT.	INV#17532858,ALA	ALARM MONITORING	1,018.08	07/08/2020
STATE OF CALIFORNIA	ACC#94248135,2ND		322.70	07/22/2020
Small School District's Assoc.	INV#1702846,2020		650.00	07/08/2020
TECH TIME COMMUNICATIONS	INV#SLO2165,SER.		187.50	07/08/2020
TECH TIME COMMUNICATIONS	INV#11853,QRTY M	QTRLY BELL MONITORING	201.00	07/08/2020
TEMPLETON UNIFIED SCHOOL DIST.	CLOSE		0.00	07/14/2020
TEMPLETON UNIFIED SCHOOL DIST.	INV#200245,IT TE		15,000.00	07/14/2020
U.S. BANK EQUIPMENT FINANCE	INV#417663499,CO	MONTHLY COPIERS	1,709.89	07/08/2020
VERIZON - 508105832-00001	ACC#805463233105	PARKFIELD HOT SPOTS	62.97	07/22/2020
VERIZON - 508105832-00001	ACC#508105832000	PARKFIELD HOT SPOTS	38.01	07/14/2020
WASTE MANAGEMENT	ACC#86383075002,	PRKFELD TRASH	153.73	07/08/2020

TOTAL FUND 01

179,386.10

VENDOR NAME	FUND : 13 DESCRIPTION	CAFETERIA FUND EXTENDED DESCRIPTION	AMOUNT	INVOICE DATE
CRYSTAL CREAMERY	INV#105182015,CA	CAFE FOOD/MILK	213.12	07/22/2020
EDNA'S BAKERY	INV#1087303,CAFE		97.70	07/22/2020
MONTEREY COUNTY	FA0826893,PRKFLD		656.00	07/08/2020
THE BERRY MAN INC.	INV#10672039,CAF	CAFE FOOD, VEGGIES FRUIT	223.70	07/22/2020
THE BERRY MAN INC.	INV#10668484,CAF		253.10	07/08/2020
THE CLM GROUP INC/MEAL TIME	INV#7000,CAFE PO		1,397.00	07/08/2020
TOTAL FUND 13			2,840.62	
TOTAL DISTRICT			182,226.72	

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees

MEETING DATE: August 4, 2020

9.3

AGENDA ITEM TITLE:

Ratification of the Personnel Action Report

PREPARED BY:

Sadie Howard

AGENDA SECTION:

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

PERSONNEL ACTION REPORT

NEW HIRES

CLASSIFICATION

EFFECTIVE DATE

SPORT COACHES

RESIGNATIONS

Donna Cronin

Custodian

July 31, 2021

RECOMMENDED ACTION:

Approval of the Personnel Action Report

SHANDON JOINT UNIFIED SCHOOL DISTRICT

9.4

Regular Meeting of the Board of Trustees

MEETING DATE: August 4, 2020

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	128,560.00-	1,070,359.00	0.00
8012	Rev Limit State Aid EPA	54,738.00		54,738.00	14,132.00	40,606.00	25.81
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	.00	75,671.00	0.00
8043	PRIOR YEARS TAXES	5,951.00		5,951.00	.00	5,951.00	0.00
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	118,636.00-	1,188,713.00	0.00
FEDERAL REVENUES :							
8181	SP ED ENTITLEMENT PER UDC	49,896.00		49,896.00	.00	49,896.00	0.00
8182	SPEC ED-DISCRETIONARY GRANTS	648.00		648.00	.00	648.00	0.00
8290	ALL OTHER FEDERAL REVENUES	95,289.00		95,289.00	26,723.00	68,566.00	28.04
TOTAL FEDERAL REVENUES :		145,833.00	.00	145,833.00	26,723.00	119,110.00	18.32
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		231,526.00	.00	231,526.00	0.00
TOTAL OTHER STATE REVENUES :		289,302.00	.00	289,302.00	.00	289,302.00	0.00
OTHER LOCAL REVENUES :							
8650	LEASES & RENTALS	22,500.00		22,500.00	725.00	21,775.00	3.22
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	.00	14,100.00	0.00
8699	ALL OTHER LOCAL REVENUES	54,196.00		54,196.00	.00	54,196.00	0.00
8792	TF OF APPORT FROM COE	197,578.00		197,578.00	23,743.00	173,835.00	12.01
TOTAL OTHER LOCAL REVENUES :		310,874.00	.00	310,874.00	24,468.00	286,406.00	7.87
* TOTAL YEAR TO DATE REVENUES		* 1,816,086.00 *	.00 *	1,816,086.00 *	67,445.00-*	1,883,531.00 *	0.00

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	15,254.44	1,203,551.56	1.25
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	5,177.66	40,270.34	11.39
1200	CERT PUPIL SUPPORT SALARY	172,898.00		172,898.00	.00	172,898.00	0.00
1300	CERTIFICATED SUPERV & ADM SAL	39,780.00		39,780.00	3,315.00	36,465.00	8.33
1340	SCHOOL ADMINISTRATORS	195,140.00		195,140.00	16,261.58	178,878.42	8.33
TOTAL CERTIFICATED SALARIES :		1,710,326.00	.00	1,710,326.00	40,008.68	1,670,317.32	2.33
CLASSIFIED SALARIES :							
2100	INSTRUCTIONAL AIDE SALARIES	210,788.00		210,788.00	1,842.66	208,945.34	0.87
2130	INSTRUCTIONAL AIDE HOURLY	890.00		890.00	.00	890.00	0.00
2160	INSTRUCTIONAL AIDE SUBSTITUTE	13,000.00		13,000.00	.00	13,000.00	0.00
2190	INSTRUCTIONAL AIDE STUDENTS	28,276.00		28,276.00	1,183.71	27,092.29	4.18
2200	CLASSIFIED SUPPORT SALARIES	279,592.00		279,592.00	16,087.93	263,504.07	5.75
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	11,843.60	182,341.40	6.09
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	.00	5,000.00	0.00
2900	OTHER CLASSIFIED SALARIES	20,673.00		20,673.00	386.75	20,286.25	1.87
TOTAL CLASSIFIED SALARIES :		766,904.00	.00	766,904.00	31,344.65	735,559.35	4.08
EMPLOYEE BENEFITS :							
3101	STRS CERTIFICATED	496,687.00		496,687.00	6,461.36	490,225.64	1.30
3201	PERS CERTIFICATED	10,719.00		10,719.00	.00	10,719.00	0.00
3202	PERS CLASSIFIED	153,718.00		153,718.00	6,488.33	147,229.67	4.22
3301	SOCIAL SECURITY CERTIFICATED	3,126.00		3,126.00	.00	3,126.00	0.00
3302	SOCIAL SECURITY CLASSIFIED	46,189.00		46,189.00	1,943.38	44,245.62	4.20
3311	MEDICARE - CERTIFICATED	24,892.00		24,892.00	580.14	24,311.86	2.33
3312	MEDICARE - CLASSIFIED	10,869.00		10,869.00	454.47	10,414.53	4.18
3401	HEALTH & WELFARE CERTIFICATED	250,777.00		250,777.00	.00	250,777.00	0.00
3402	HEALTH & WELFARE CLASSIFIED	138,914.00		138,914.00	.00	138,914.00	0.00
3420	HEALTH & WELFARE BOARD	8,138.00		8,138.00	.00	8,138.00	0.00
3501	UNEMPLOYMENT - CERTIFICATED	970.00		970.00	20.03	949.97	2.06
3502	UNEMPLOYMENT - CLASSIFIED	376.00		376.00	15.66	360.34	4.16
3601	WORKERS COMP - CERTIFICATED	42,158.00		42,158.00	984.21	41,173.79	2.33
3602	WORKERS COMP - CLASSIFIED	18,268.00		18,268.00	771.10	17,496.90	4.22
TOTAL EMPLOYEE BENEFITS :		1,205,801.00	.00	1,205,801.00	17,718.68	1,188,082.32	1.46

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	2,225.46	41,155.54	5.13
4200	BOOKS AND REFERENCE MATERIALS	971.00		971.00	105.95	865.05	10.91
4300	MATERIALS AND SUPPLIES	65,389.00		65,389.00	1,248.59	64,140.41	1.90
4310	FUEL GAS	37,000.00		37,000.00	144.01	36,855.99	0.38
4318	COPIER USAGE	26,100.00		26,100.00	1,709.89	24,390.11	6.55
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	.00	1,000.00	0.00
4321	CUSTODIAL SUPPLIES	12,000.00		12,000.00	2,131.11	9,868.89	17.75
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	.00	12,594.00	0.00
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	.00	4,463.00	0.00
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	.00	228,091.00	8,010.05	220,080.95	3.51
SERVICES, OTHER OPER. EXPENSE:							
5110	Subagrrmt SPED outside agency	78,000.00		78,000.00	.00	78,000.00	0.00
5200	TRAVEL & CONFERENCE	6,250.00		6,250.00	.00	6,250.00	0.00
5230	MILEAGE	7,650.00		7,650.00	.00	7,650.00	0.00
5300	DUES & MEMBERSHIPS	8,188.00		8,188.00	6,316.00	1,872.00	77.13
5400	INSURANCE	48,218.00		48,218.00	48,112.35	105.65	99.78
5510	WATER	10,000.00		10,000.00	.00	10,000.00	0.00
5520	GAS	14,500.00		14,500.00	212.67	14,287.33	1.46
5530	ELECTRICITY	80,000.00		80,000.00	5,345.65	74,654.35	6.68
5550	DISPOSAL/GARBAGE REMOVAL	14,500.00		14,500.00	1,198.23	13,301.77	8.26
5640	REPAIRS/MAINT OF EQUIPMENT	15,600.00		15,600.00	.00	15,600.00	0.00
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		60,265.00	14,698.95	45,566.05	24.39
5810	SERVICES PROVIDED BY SLOCOE	141,246.00		141,246.00	132.14	141,113.86	0.09
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	.00	9,500.00	0.00
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	164.00	1,086.00	13.12
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	.00	30,000.00	0.00
5874	AUDIT FEES	8,385.00		8,385.00	.00	8,385.00	0.00
5881	Software/Licenses	2,775.00		2,775.00	.00	2,775.00	0.00

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	331.00	1,245.00	21.00
5922	COMMUNICATION - TELEPHONE SVCS	9,810.00		9,810.00	455.71	9,354.29	4.64
5930	COMMUNICATION - POSTAGE/METER	3,400.00		3,400.00	.00	3,400.00	0.00
TOTAL SERVICES, OTHER OPER. EXPENSE:		589,458.00	.00	589,458.00	76,966.70	512,491.30	13.05
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	.00	120,833.00	0.00
TOTAL OTHER OUTGOING :		240,729.00	.00	240,729.00	.00	240,729.00	0.00
DIRECT SUPPORT/INDIRECT COSTS:							
TOTAL DIRECT SUPPORT/INDIRECT COSTS:		.00	.00	.00	.00	.00	NO BDGT
* TOTAL YEAR TO DATE EXPENDITURES * *		4,741,309.00 *	.00 *	4,741,309.00 *	174,048.76 *	4,567,260.24 *	3.67

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		333,004.10-	333,004.10-
9210	ACCOUNTS RECEIVABLE PRIOR YEAR		4,674.81-	4,674.81-
9510	ACCOUNTS PAYABLE (CURRENT LIAB)		50,023.12	50,023.12
9515	UNEMPLOYMENT		279.61	279.61
9516	W/COMP PASS THROUGH		2,100.88-	2,100.88-
9521	MEDICAL		47,983.30	47,983.30
* NET YEAR TO DATE FUND BALANCE	* *	.00 *	241,493.76-*	241,493.76-*
* EXCESS REVENUES (EXPENDITURES)	* *	.00 *	241,493.76-*	241,493.76-*

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	.00	1,816,086.00	67,445.00-	1,883,531.00	0.00
B.	EXPENDITURES	4,741,309.00	.00	4,741,309.00	174,048.76	4,567,260.24	3.67
C.	EXCESS REVENUES (EXPENDITURES)	2,925,223.00-	.00	2,925,223.00-	241,493.76-	2,683,729.24-	8.25
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-	.00	2,981,697.00-	241,493.76-	2,740,203.24-	8.09
F.	FUND BALANCE :						
	BEGINNING BALANCE (9791)	.00	.00	.00	.00	.00	NO BDGT
	AUDIT ADJUSTMENTS (9793)	.00	.00	.00	.00	.00	NO BDGT
	OTHER RESTATEMENTS (9795)	.00	.00	.00	.00	.00	NO BDGT
	ADJUSTED BEGINNING BALANCE	.00	.00	.00	.00	.00	NO BDGT
G.	ENDING BALANCE	2,981,697.00-	.00	2,981,697.00-	241,493.76-	2,740,203.24-	8.09

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	.00	206,000.00	0.00
TOTAL FEDERAL REVENUES :		206,000.00	.00	206,000.00	.00	206,000.00	0.00
OTHER STATE REVENUES :							
8520	CHILD NUTRITION	6,000.00		6,000.00	.00	6,000.00	0.00
TOTAL OTHER STATE REVENUES :		6,000.00	.00	6,000.00	.00	6,000.00	0.00
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 *	.00 *	213,649.00 *	0.00

EXPENDITURE DETAIL

CLASSIFIED SALARIES :							
2200	CLASSIFIED SUPPORT SALARIES	65,649.00		65,649.00	535.50	65,113.50	0.81
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	4,070.67	48,883.33	7.68
TOTAL CLASSIFIED SALARIES :		120,907.00	.00	120,907.00	4,606.17	116,300.83	3.80
EMPLOYEE BENEFITS :							
3202	PERS CLASSIFIED	25,028.00		25,028.00	953.48	24,074.52	3.80
3302	SOCIAL SECURITY CLASSIFIED	7,496.00		7,496.00	285.58	7,210.42	3.80
3312	MEDICARE - CLASSIFIED	1,753.00		1,753.00	66.78	1,686.22	3.80
3402	HEALTH & WELFARE CLASSIFIED	34,582.00		34,582.00	.00	34,582.00	0.00
3502	UNEMPLOYMENT - CLASSIFIED	60.00		60.00	2.31	57.69	3.85
3602	WORKERS COMP - CLASSIFIED	2,975.00		2,975.00	113.31	2,861.69	3.80
TOTAL EMPLOYEE BENEFITS :		71,894.00	.00	71,894.00	1,421.46	70,472.54	1.97
BOOKS AND SUPPLIES :							
4300	MATERIALS AND SUPPLIES	6,718.00		6,718.00	.00	6,718.00	0.00
4355	SOFTWARE	305.00		305.00	.00	305.00	0.00
4700	FOOD	65,000.00		65,000.00	534.52	64,465.48	0.82
TOTAL BOOKS AND SUPPLIES :		72,023.00	.00	72,023.00	534.52	71,488.48	0.74

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:							
5800	PROFES'L/CONSULTG SVCS/OP EXP	3,972.00		3,972.00	1,397.00	2,575.00	35.17
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	2,053.00	3,246.00	38.74
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* TOTAL YEAR TO DATE EXPENDITURES	* 270,123.00 *	.00 *	270,123.00 *	8,615.15 *	261,507.85 *	3.18
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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		961.84	961.84
9210	ACCOUNTS RECEIVABLE PRIOR YEAR		10,684.14-	10,684.14-
9510	ACCOUNTS PAYABLE (CURRENT LIAB)		1,107.15	1,107.15
* NET YEAR TO DATE FUND BALANCE	* *	.00 *	8,615.15-*	8,615.15-*
* EXCESS REVENUES (EXPENDITURES)	* *	.00 *	8,615.15-*	8,615.15-*

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	.00	213,649.00	0.00
B.	EXPENDITURES	270,123.00	.00	270,123.00	8,615.15	261,507.85	3.18
C.	EXCESS REVENUES (EXPENDITURES)	56,474.00-	.00	56,474.00-	8,615.15-	47,858.85-	15.25
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	8,615.15-	8,615.15	NO BDGT
F.	FUND BALANCE :						
	BEGINNING BALANCE (9791)	.00	.00	.00	.00	.00	NO BDGT
	AUDIT ADJUSTMENTS (9793)	.00	.00	.00	.00	.00	NO BDGT
	OTHER RESTATEMENTS (9795)	.00	.00	.00	.00	.00	NO BDGT
	ADJUSTED BEGINNING BALANCE	.00	.00	.00	.00	.00	NO BDGT
G.	ENDING BALANCE	.00	.00	.00	8,615.15-	8,615.15	NO BDGT

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		13,606.10	13,606.10
* NET YEAR TO DATE FUND BALANCE	* *	.00 *	13,606.10 *	13,606.10 *
* 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)	.00	.00	.00	.00	.00	NO BDGT
	AUDIT ADJUSTMENTS (9793)	.00	.00	.00	.00	.00	NO BDGT
	OTHER RESTATEMENTS (9795)	.00	.00	.00	.00	.00	NO BDGT
	ADJUSTED BEGINNING BALANCE	.00	.00	.00	.00	.00	NO BDGT
G.	ENDING BALANCE	.00	.00	.00	13,606.10	13,606.10-	NO BDGT

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees

MEETING DATE: August 4, 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 May and June 2020.

RECOMMENDED ACTION:

Approve the Student Body Funds.

Shandon Elementary ASB Heritage Oaks Bank

May 1, 2020

CLASSES/CLUBS	BALANCE FORWARD 4/30/2020	WITHDRAWALS	DEPOSIT	ENDING BALANCE 5/31/2020
SES ABS General	\$ 4,928.96	\$ 369.83	\$ 29.87	\$ 4,589.00
SES ASB Middle School	\$ 2,850.49			\$ 2,850.49
8th Grade	\$ 3,279.29	\$ 89.23		\$ 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	\$ 17,302.23	\$ 459.06	\$ 29.87	\$ 16,873.04

Shandon

Shandon Elementary ASB Heritage Oaks Bank

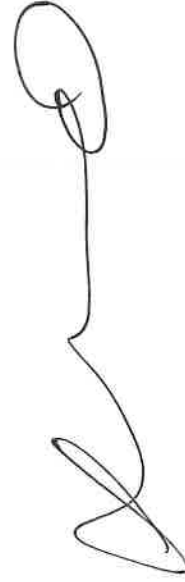
June 1, 2020

CLASSES/CLUBS	BALANCE FORWARD 5/31/2020	WITHDRAWALS	DEPOSIT	ENDING BALANCE 5/31/2020
SES ABS General	\$ 4,589.00	\$ 984.37		\$ 3,604.63
SES ASB Middle School	\$ 2,850.49			\$ 2,850.49
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	\$ 16,873.04	\$ 984.37	\$ -	\$ 15,888.67

SHANDON UNIFIED SCHOOL DISTRICT
SHANDON HIGH SCHOOL STATEMENT OF STUDENT BODY FUNDS

May-2020

CLASSES CLUBS	Authorized Advisor	ENDING BAL. 4/30/2020	BALANCE FORWARD	WITHDRAWLS	DEPOSITS	ENDING BAL. 5/31/2020
High General	D. Sciocchetti	\$ 133.55	\$ 133.55			133.55
Seniors	Fuller/Morton	\$ 3,277.34	\$ 3,277.34	4,114.24	846.49	9.59
Junior	Stuart/Voorhies	\$ 1,583.91	\$ 1,583.91			1,583.91
Sophomore	Dobberpuhl	\$ 943.31	\$ 943.31		81.05	1,024.36
Freshman	D. Sciocchetti	\$ 1,867.57	\$ 1,867.57			1,867.57
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	\$ 705.41	\$ 705.41			705.41
Drama Class	Barthauer	\$ 495.49	\$ 495.49			495.49
F.F.A. General	Morton/Fuller	\$ 8,627.71	\$ 8,627.71	1,275.44		7,352.27
F.F.A. Revolving	Morton/Fuller	\$ 1,754.49	\$ 1,754.49	1,245.79	1,017.00	1,525.70
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		\$ 22,411.08	\$ 22,411.08	\$ 6,635.47	\$ 1,944.54	\$ 17,720.15



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

CLASSES CLUBS	Authorized Advisor	ENDING BAL. 5/30/2020	BALANCE FORWARD	WITHDRAWALS	DEPOSITS	ENDING BAL. 6/30/2020
High General	D. Sciocchetti	\$ 133.55	\$ 133.55			143.14
Seniors	Fuller/Morton	\$ 9.59	\$ 9.59	9.59		0.00
Junior	Stuart/Voorhies	\$ 1,583.91	\$ 1,583.91		500.00	2,083.91
Sophomore	Dobberpuhl	\$ 1,024.36	\$ 1,024.36			1,024.36
Freshman	D. Sciocchetti	\$ 1,867.57	\$ 1,867.57			1,867.57
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	\$ 705.41	\$ 705.41	59.00		646.41
Drama Class	Barthauer	\$ 495.49	\$ 495.49			495.49
F.F.A. General	Morton/Fuller	\$ 7,352.27	\$ 7,352.27		160.00	7,512.27
F.F.A. Revolving	Morton/Fuller	\$ 1,525.70	\$ 1,525.70			1,525.70
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
TOTAL in Fund Balances/Ties to Bank Balance		\$ 17,720.15	\$ 17,720.15	\$ 68.59	\$ 669.59	\$ 18,321.15



SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees

MEETING DATE: August 4, 2020

10.1

AGENDA ITEM TITLE:

Discussion and Approval of the 45 Day Revision of the Budget

PREPARED BY:

Maria Ruelas

AGENDA SECTION:

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

SUMMARY:

-No later than 45 days after the Governor signs the annual Budget Act, the school district shall make available for public review any revisions in revenues and expenditures that it has made to its budget to reflect the funding made available by that Budget Act.

RECOMMENDED ACTION:

Approval

Shandon Joint Unified School District

Effects of the State's Budget and Projections of Income Changes "45 Day Revise" Update of FY 2020-21 Adopted Budget

August 4, 2020

The FY 2020-21 Adopted Budget, approved by the Board at its June 16, 2020 meeting, included revenue assumptions based on May 2020 estimates of COLA percentages, deficit factors, and grant programs. The Governor signed the State's FY 2020-21 Budget on June 29, 2020.

The primary change from the May Revision is the restoration of Local Control Funding Formula (LCFF) revenues and the increase in cash deferrals. Below are the major changes:

- **Restores 7.92% reduction to LCFF base grant amount (sets COLA at 0.00%, instead of using -10% proration factor after statutory COLA).**
- **Restores categorical program reductions.**
- **Adds \$1 billion to learning loss mitigation and changes formulas.**
- **Adjusts Special Education formula and sets the base rate at \$625/ADA.**
- **Expands deferrals of 2020-21 apportionments to \$11 billion.**
- **Eliminates triggers in revenue reductions.**
- **Adds triggers to reduce \$11 billion of deferrals if federal legislation to provide additional federal funds to the state is not enacted by September 1.**

Below is a summary of the revenue and expenditure changes:

- Updated State Aide Revenue **\$237,721**
- Added ESSER funds **\$48,313**
- Added the Mandate Block Grant **\$11,788**
- Reduced counselor to .80 FTE **\$20,272**
- Reduced one Para educator to .50 FTE **\$14,181**
- Removed Bilingual Clerk **\$52,431**
- Added After School Program **\$45,000**
- Added Textbook Adoption **\$25,000**

Attached is a revised MYP with added revenue and other expenditure changes.

SHANDON 2020-2021 45 Day Revise

CATEGORIES	19-20 Estimated Actuals				20-21 Projected				21-22 Projected				22-23 Projected			
	Unrestricted	Restricted	Combined		Unrestricted	Restricted	Combined		Unrestricted	Restricted	Combined		Unrestricted	Restricted	Combined	
REVENUES:	6,261,512	105,000	6,367,412		3,635,915	101,647	3,737,462		3,637,803	110,510	3,748,313		3,636,341	110,510	3,746,851	
LCFF Sources																
8010-8099																
Monterey Co Basic Aid Taxes-Payback																
Federal																
8100-8299																
Other State																
8300-8599																
Local																
8600-8799																
Transfers in from Other																
Fed/Other Sources																
891X																
8980																
Contributions																
9900																
1000-1999																
Certificated Salaries																
2000-2999																
Classified Salaries																
3000-3999																
Employee Benefits																
4000-4999																
Books & Supplies																
5000-5999																
Services & Operating																
6000-6999																
Capital Outlay																
7000-7299																
Other Outgo																
7400-7499																
Indirect Cost																
7300-7399																
Transfers Out/Uses																
7600-7623																
Café Contribution																
Other Adjustments																
Total Expenditures	3,716,058	1,505,667	5,221,725		3,609,305	1,184,187	4,793,492		3,663,217	1,189,788	4,853,005		3,737,510	1,218,602	4,956,111	
Change in Fund Balance	2,231,600	-15,007	2,216,593		-2,708,694	27,818	-2,499,920		-387,597	0	-387,597		-410,604	-81,563	-492,167	
Estimated Beginning Balance	986,990	35,502	1,022,492		3,218,590	20,495	3,239,085		509,896	48,313	558,209		0	122,298	122,298	
Monterey Co Basic Aid Taxes-Payback																
Net Change	2,231,600	-15,007	2,216,593		-2,708,694	27,818	-2,499,920		-387,597	0	-387,597		-410,604	-81,563	-492,167	
Ending Balance	3,218,590	20,495	3,239,085		509,896	48,313	558,209		122,298	48,313	170,611		-410,604	40,736	-369,868	
Assigned-Monterey Co Basic Aid Taxes																
Other Assignments																
Restricted Legally Reserved																
Reserve for Econ Uncertainties	666,134	20,495	706,629		509,396	0	509,396		120,798	0	120,798		-412,104	0	-412,104	
Available Reserve	13,14%				10.61%				2.48%				-4.32%			
5% Minimum Reserve Required	267,086				239,675				242,650				247,806			
*Large deficit spending in General Fund *Transfers out Café \$240,320 * Other Assignments \$1,500 Petty Cash																
*Large deficit spending in General Fund *Transfers out Café \$59,298 * Other Assignments \$1,500 Petty Cash																
*Large deficit spending in General Fund *Transfers out Café \$62,263 * Other Assignments \$1,500 Petty Cash																

*Large deficit spending in General Fund
*Transfers out Café \$62,263
* Other Assignments \$1,500 Petty Cash

*Large deficit spending in General Fund
*Transfers out Café \$59,298
* Other Assignments \$1,500 Petty Cash

*Large deficit spending in General Fund
*Transfers out Café \$56,474
* Other Assignments \$1,500 Petty Cash

*Large deficit spending in General Fund
*Transfers out Café \$240,320
* Other Assignments \$1,500 Petty Cash

*Large deficit spending in General Fund
*Transfers out Café \$59,298
* Other Assignments \$1,500 Petty Cash

LCFF Calculator Universal Assumptions						
Shandon Joint Unified (68833) - 20/21 45						
Summary of Funding	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
Target Components:						
COLA & Augmentation	3.26%	0.00%	0.00%	0.00%	0.00%	0.00%
Base Grant Proration Factor	-	0.00%	0.00%	0.00%	0.00%	0.00%
Add-on, ERT & MSA Proration Factor	-	0.00%	0.00%	0.00%	0.00%	0.00%
Base Grant	2,869,309	2,727,659	2,750,765	2,750,765	2,236,219	-
Grade Span Adjustment	70,440	59,090	61,493	61,493	83,784	-
Supplemental Grant	407,017	377,122	372,406	371,989	-	-
Concentration Grant	344,485	311,822	293,017	291,972	-	-
Add-ons	160,122	160,122	160,122	160,122	160,122	160,122
Total Target	3,851,373	3,635,815	3,637,803	3,636,341	2,480,125	160,122
Transition Components:						
Target	\$ 3,851,373	\$ 3,635,815	\$ 3,637,803	\$ 3,636,341	\$ 2,480,125	\$ 160,122
Funded Based on Target Formula (P-2)	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE
Floor	3,741,856	3,564,306	3,593,867	3,593,867	3,165,414	556,727
Remaining Need after Gap, (informational only)						
Gap %	100%	100%	100%	100%	100%	100%
Current Year Gap Funding	-	-	-	-	-	-
Miscellaneous Adjustments	-	-	-	-	-	-
Economic Recovery Target	-	-	-	-	-	-
Additional State Aid	-	-	-	-	-	1,218,066
Total LCFF Entitlement	\$ 3,851,373	\$ 3,635,815	\$ 3,637,803	\$ 3,636,341	\$ 2,480,125	\$ 1,378,188
Components of LCFF By Object Code						
	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
8011 - State Aid	\$ 556,727	\$ 1,179,520	\$ 1,108,823	\$ 1,033,112	\$ 2,235,058	\$ 1,378,188
8011 - Fair Share	-	-	-	-	-	-
8311 & 8590 - Categoricals	-	-	-	-	-	-
EPA (for LCFF Calculation purposes)	57,112	53,446	54,046	54,046	245,067	-
Local Revenue Sources:						
8021 to 8089 - Property Taxes	5,847,887	2,402,849	2,474,934	2,549,183	-	-
8096 - In-Lieu of Property Taxes	-	-	-	-	-	-
Property Taxes net of in-lieu	5,847,887	2,402,849	2,474,934	2,549,183	-	-
TOTAL FUNDING	\$ 6,461,726	\$ 3,635,815	\$ 3,637,803	\$ 3,636,341	\$ 2,480,125	\$ 1,378,188
Basic Aid Status	Basic Aid	Non-Basic Aid	Non-Basic Aid	Non-Basic Aid	Non-Basic Aid	Non-Basic Aid
Less: Excess Taxes	\$ 2,553,241	\$ -	\$ -	\$ -	\$ -	\$ -
Less: EPA in Excess to LCFF Funding	\$ 57,112	\$ -	\$ -	\$ -	\$ -	\$ -
Total Phase-In Entitlement	\$ 3,851,373	\$ 3,635,815	\$ 3,637,803	\$ 3,636,341	\$ 2,480,125	\$ 1,378,188
EPA Details						
% of Adjusted Revenue Limit - Annual	16.08698870%	16.08698870%	16.08698870%	16.08698870%	16.08698870%	16.08698870%
% of Adjusted Revenue Limit - P-2	16.08698870%	16.08698870%	16.08698870%	16.08698870%	16.08698870%	16.08698870%
EPA (for LCFF Calculation purposes)	\$ 57,112	\$ 53,446	\$ 54,046	\$ 54,046	\$ 245,067	\$ -
8012 - EPA, Current Year Receipt	-	-	-	-	-	-
(P-2 plus Current Year Accrual)	57,112	53,446	54,046	54,046	245,067	-
8019 - EPA, Prior Year Adjustment	-	-	-	-	-	-
(P-A less Prior Year Accrual)	20	-	-	-	-	-
Accrual (from Assumptions)	-	-	-	-	-	-
Summary of Student Population						
	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
Unduplicated Pupil Population						
Enrollment	282	278	281	283	-	-
COE Enrollment	-	-	-	-	-	-
Total Enrollment	282	278	281	283	-	-
Unduplicated Pupil Count	225	225	225	225	-	-
COE Unduplicated Pupil Count	-	-	-	-	-	-
Total Unduplicated Pupil Count	225	225	225	225	-	-
Rolling %, Supplemental Grant	83.1500%	82.1800%	80.2600%	80.1700%	0.0000%	0.0000%
Rolling %, Concentration Grant	83.1500%	82.1800%	80.2600%	80.1700%	0.0000%	0.0000%
FUNDED ADA						
Adjusted Base Grant ADA	<i>Prior Year</i>	<i>Current Year</i>	<i>Current Year</i>	<i>Current Year</i>	<i>Prior Year</i>	<i>Current Year</i>
Grades TK-3	87.94	73.77	76.77	76.77	79.68	-
Grades 4-6	73.21	69.00	69.00	69.00	70.95	-
Grades 7-8	37.41	37.46	37.46	37.46	37.46	-
Grades 9-12	-	-	-	-	82.14	-
Total Adjusted Base Grant ADA	198.56	180.23	183.23	183.23	270.23	-
Necessary Small School ADA	<i>Current year</i>	<i>Current year</i>	<i>Current year</i>	<i>Current year</i>	<i>Current year</i>	<i>Current year</i>
Grades TK-3	2.91	2.91	2.91	2.91	-	-
Grades 4-6	1.95	1.95	1.95	1.95	-	-
Grades 7-8	-	-	-	-	-	-
Grades 9-12	82.14	82.14	82.14	82.14	-	-
Total Necessary Small School ADA	87.00	87.00	87.00	87.00	-	-
Total Funded ADA	285.56	267.23	270.23	270.23	270.23	0.00
ACTUAL ADA (Current Year Only)						
Grades TK-3	76.68	76.68	79.68	79.68	-	-
Grades 4-6	70.95	70.95	70.95	70.95	-	-
Grades 7-8	37.46	37.46	37.46	37.46	-	-
Grades 9-12	82.14	82.14	82.14	82.14	-	-
Total Actual ADA	267.23	267.23	270.23	270.23	-	-
Funded Difference (Funded ADA less Actual ADA)	18.33	-	-	-	270.23	-
LCAP Percentage to Increase or Improve Services						
	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
Current year estimated supplemental and concent \$	751,502	688,944	665,423	663,961	-	-
Current year Percentage to Increase or Improve Se	25.56%	24.72%	23.66%	23.61%	0.00%	0.00%

SHANDON JOINT UNIFIED SCHOOL DISTRICT

10.2

Regular Meeting of the Board of Trustees

MEETING DATE: August 4, 2020

AGENDA ITEM TITLE:

Resolution 2020-21-02 Authorizing assignment of teachers to each outside of their credentialed area

PREPARED BY:

G. Gavilanes

AGENDA SECTION:

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

SUMMARY:

The district has two teachers teaching outside their credential area. The approval of this resolution authorizes these exemptions.

RECOMMENDED ACTION:

Approval

**SHANDON JOINT UNIFIED SCHOOL DISTRICT
COUNTY OF SAN LUIS OBISPO, STATE OF CALIFORNIA
RESOLUTION #2020-21-02**

**AUTHORIZING ASSIGNMENT OF TEACHERS TO TEACH OUTSIDE OF THEIR
CREDENTIAL AREA**

WHEREAS, due to the lack of credentialed teachers in specified areas, the Board of Trustees of the Shandon Unified School District finds it in the best interest of the district to assign teachers pursuant to Education Code Section 44263.

WHEREAS, it has been recommended by the Committee on Assignments that the following teacher, having met the initial requirements, be authorized by the Board of Trustees to teach outside their credentialed areas for the current school year per Education Code 44263:

<u>Name</u>	<u>Subject</u>	<u>Education Code</u>
Suzanne Miller	English Language Arts	44263
Robert Voorheis	Art and Physics	44258

BE IT FURTHER RESOLVED, that the Committee on Assignments is hereby authorized to approve assignments for the above teachers pursuant to Education Code Section 44263.

THEREFORE, the foregoing Resolution was passed, adopted and approved at a regularly called meeting of the Governing Board the Shandon Joint Unified School District on this the 4th day of August 2020 on motion of Trustee _____seconded by Trustee _____and by the following roll call vote:

Moe:

Speer:

Thomason:

Ramirez:

Parlet:

DATED: August 4, 2020

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Marlene Thomason, President of the Board

Nataly Ramirez, Clerk of the Board

SHANDON JOINT UNIFIED SCHOOL DISTRICT

10.3

Regular Meeting of the Board of Trustees

MEETING DATE: August 4, 2020

AGENDA ITEM TITLE:

Resolution 2020-21-03 Notice of layoff: classified employees- reduction in force due to lack of funds and/or lack of work

PREPARED BY:

K. Benson

AGENDA SECTION:

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

SUMMARY:

-Ed Code sections 8366, 45114, 45115, 45117, 45298, and 45308 require that notice of layoff for lack of funds and/or lack of work be provided to classified employees and set forth the procedures for laying off and reemploying such employees.

Exhibit A will be provided at the Board meeting for the public.

RECOMMENDED ACTION:

Approval

SHANDON JOINT UNIFIED SCHOOL DISTRICT

BOARD OF EDUCATION

RESOLUTION NO. 2020-21-03

NOTICE OF LAYOFF: CLASSIFIED EMPLOYEES – REDUCTION IN FORCE

DUE TO LACK OF FUNDS AND/OR LACK OF WORK

WHEREAS, Education Code sections 8366, 45114, 45115, 45117, 45298 and 45308 require that notice of layoff for lack of funds and/or lack of work be provided to classified employees and set forth the procedures for laying off and reemploying such employees; and

WHEREAS, due to a bona fide reduction or elimination of the service being performed by any department or school site, classified employees shall be subject to layoff for lack of funds and/or lack of work, and affected employees shall be given notice of layoff not less than 60 days prior to the effective date of layoff, and informed of their displacement rights, if any, and reemployment rights; and

WHEREAS, the Superintendent has recommended that the position(s) for the classified Employee(s) set forth in Exhibit A be reduced or eliminated for the 2020-2021 school year. The Board of Education directs the Superintendent to give notice to the affected employee(s) not less than 60 days prior to the effective date of layoff due to a lack of funds and/or lack of work and of their displacement rights, if any, and reemployment rights.

NOW, THEREFORE, BE IT RESOLVED, that it shall be necessary, pursuant to the recitals above incorporated by this reference, to eliminate the classified positions listed in Exhibit A as a result of lack of funds and/or lack of work. The Superintendent or his authorized designee is directed to take all appropriate action needed pursuant to the applicable provisions of the Education Code.

PASSED AND ADOPTED by the Shandon Joint Unified Board of Education on this 4th day of August of 2020, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Marlene Thomason

President of the Board of Education

ATTESTED TO:

Nataly Ramirez

Clerk of the Board of Education

Exhibit A will be provided at the Board Meeting for the public.

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees

MEETING DATE: August 4, 2020

10.4

AGENDA ITEM TITLE:

Approval of Shandon High School Student/Parent 2020-21 School Year Handbook

PREPARED BY:

K. Benson

AGENDA SECTION:

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

SUMMARY:

Provided for your revision is the updated 2020-21 handbook. This handbook is provided to the students at the beginning of the school year.

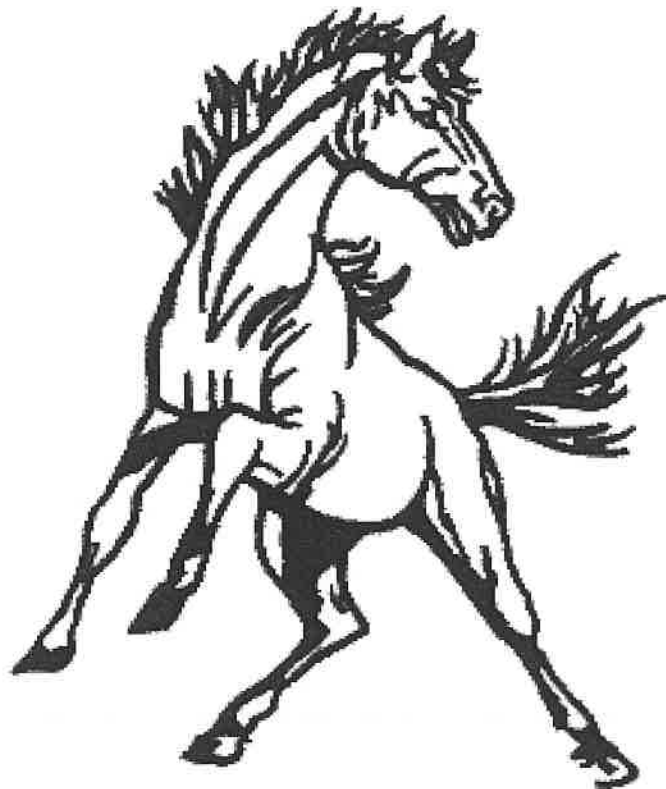
RECOMMENDED ACTION:

Approval

Shandon High School

Student Handbook

2020-2021



“Home of the Outlaws”
Untamed Spirited Horses

(805) 238-0286 – Fax (805) 238-0777

www.shandonschools.org

101 South First Street Box 79, Shandon, CA 93461

Shandon District Office Hours

7:30 AM - 4:00 PM

Principal/Superintendent

Kristina Benson

Teachers

TBD

Jon Fuller

Deanna Morton

Dayna Sciocchetti

Kara Turton

Robert Voorheis

Louise Hurley

Lindsey Melendy

Physical Education

Agriculture/Mechanics/Science

Agriculture/Science/Leadership

History/Government/ ASB

Math/ Spanish

Math/ Art/ Music

English/ Drama

Resource and Special Ed

Office Staff

Lupe Martinez

Gabriela Gavilanes

Sadie Howard

Deputy Calagna

Bilingual Clerk

Bilingual Administrative Assistant

Accounting Technician

School Resource Officer

Support Staff

Donna Cronin

Amanda Dobberpuhl

Yesenia Mercado

Cassie Uzeta

Enrique Ramirez

Jensen Contreras

Custodian/Lunch Supervision

Counselor

Paraeducator

Paraeducator

Paraeducator

Librarian

Cafeteria

Jessie Wesch

Kelli Smith

Cafeteria Manager

Cafeteria Lead

MOT Staff

Rudy Valencia

Kim Rendon

Maria Ayala

Kelly Kuhnle

Lilla Hewitt

Lead Maintenance/ Utility Worker

Lead Transportation/ Safety Coordinator/Utility Worker

Custodian

Bus Driver

Utility

Board of Trustees

Marlene Thomason, President

Nataly Ramirez , Clerk

Jennifer Moe

Van Parlet

Flint Speer

Daily Class Schedule



Monday, Tuesday, Thursday, Friday

	Warning Bell	8:10	
Period	1 / 5	8:15-9:45	90 Minutes
Break		9:45-9:50	5 Minutes
Passing		9:50-10:00	10 Minutes
Period	2 / 6	10:00-11:30	90 Minutes
Lunch		11:30-11:55	25 Minutes
Passing		11:55-12:05	10 Minutes
Period	3 / 7	12:05-1:35	90 Minutes
Passing		1:35-1:40	5 Minutes
Period	4 / 8	1:40-3:10	90 Minutes

Minimum Days/ Wednesday

	Warning Bell	8:10	
Period	1 / 5	8:15-9:20	65 Minutes
Passing		9:20-9:25	5 Minutes
Period	2 / 6	9:25-10:30	65 Minutes
Passing		10:30-10:35	5 Minutes
Period	3 / 7	10:35-11:40	65 Minutes
Lunch		11:40-12:05	25 Minutes
Passing		12:05-12:15	10 Minutes
Period	4 / 8	12:15-1:20	65 Minutes

SCHOOL MISSION

The mission of Shandon High School is to provide educational opportunities which empower students to reach their fullest potential and participate as responsible citizens in a continuously changing world.

PARENTAL INVOLVEMENT

Students are more successful in school when parents are involved in their education. The Shandon Board of Trustees has adopted a policy for parental involvement.

Parents will be provided information about supporting their children's learning, such as monitoring attendance, homework completion, as well as volunteering in their children's classroom and participating in decisions related to the education of their children. Opportunities for full participation of parents with limited English proficiency, parents of migrant students and parents with disabilities will be provided whenever possible.

ENROLLMENT/REGISTRATION

Enrollment packets are available in the District office. The school counselor will assist students and parents in the process of enrolling their student and registering them for classes. Parents must submit student's up to date immunization records, birth certificate and proof that they reside within the district boundaries or have an approved Inter-district Transfer Agreement. Scheduling for the following year will be held in spring. Students will request courses during the spring semester of the previous year or upon completion of the registration packet.

CURRICULUM

The district implements a rigorous and consistent curriculum for all students based on state standards. On-going assessments help determine students' readiness for the next sequence of a course. Parents are informed of student progress through the district online student data program AERIES, parent-teacher conferences as requested, progress reports, report cards and testing results.

INSTRUCTION

The District makes formal and informal data-driven decisions to support all students and uses research based instructional strategies used by all teachers. Professional development is offered to increase the number and effectiveness of instructional strategies. Teachers clarify essential learning, gather evidence of proficiency, and evaluate next instructional steps.

ASSESSMENT

A variety of assessment tools are used to evaluate student learning and drive decision-making. Data is disaggregated with relevant groups and assessment results are communicated to all stakeholders. Formal and informal findings are regularly used to modify the teaching/learning process.

CULTURE

Shandon School District provides a safe environment supported by positive relationships with staff and students that encourages regular school attendance. It strengthens a culture of high expectations for all students and staff to ensure a focus on continuous school improvement. Students have access to personal support services, activities and opportunities.

GRADUATION REQUIREMENTS

Ten credits equals one standard yearlong course.

ENGLISH (40): One 10-credit course is required each year in grades 9-12

MATHEMATICS (30): At least one 10-credit course is required each year in grades 9-11. The curriculum passed must include Algebra I. Students who pass Algebra I in middle school will have met the Algebra I requirement, but must still pass 30 credits of mathematics during high school.

SCIENCE (30): Ten credits must be a laboratory science.

SOCIAL SCIENCE (30): Ten credits each in World History, U.S. History, and U.S. Government Economics.

PHYSICAL EDUCATION (20): Five credits must be completed from a regular P.E. class. Completion of one season of a school-sponsored athletic sport is acceptable for 5 credits of P.E. until this requirement is fulfilled.

FINE ARTS OR FOREIGN LANGUAGE (10): Completed from courses in art, music, drama, a language other than English or Career Technical Education.

ELECTIVES(130): Courses not used for other graduation requirements.

Total Credits Required To Graduate = 300

SERVICE COMPETENCY

Students must complete Community Service equal to 20 hours for each year at Shandon High School through activities pre-approved by the school counselor. This requirement must be completed by the first Friday in May of the student's senior year as a condition for participation in the graduation ceremony. Seniors who are late in completing this requirement, but complete all graduation requirements by end of the school year, may obtain their diplomas at the school office on the first weekday after the graduation ceremony. **Seniors may not participate in graduation ceremony unless ALL graduation requirements are complete.**

UC & CSU COLLEGE ADMISSION REQUIREMENTS

The University of California (UC) and the California State University (CSU) provide a guide for admission to four-year colleges. Only college preparatory courses are accepted for the following "A-G" Subject Requirements for which semester grades must be at least C- in grades 9-12.

a. **History/Social Science (20 credits):**

UC: World History 10 credits and U.S. History 10 credits (or U.S. History 5 credits and U.S. Government or civics 5 credits).

CSU: Any college preparatory Social Science course 10 credits and U.S. History 10 credits (or U.S. History 5 credits and U.S. Government or civics 5 credits).

b. **English (40 credits):** Four different courses of college preparatory English.

c. **Mathematics (30 credits):** Three courses covering Algebra I, Geometry, and Algebra II. A fourth, higher-level course is recommended.

d. **Laboratory Science (20 credits):** Two yearlong college preparatory laboratory sciences.

UC: Any 2 subjects of biology, chemistry, or physics; all 3 subjects are recommended.

CSU: Ten credits must be a biological science and 10 credits must be a physical science.

e. **Language other than English (20 credits):** Two yearlong college preparatory courses in one foreign language. UC recommends 3 courses.

f. **Visual and Performing Arts (10 credits):** One yearlong course in music, dance, visual arts, or drama/theater.

g. **Elective (100 credits):** Two semesters of "advanced-level" courses not used to fulfill other "a-g" requirements.

College Admission GPA: College preparatory courses completed in grades 10-12 are considered in the “a-g” Subject Requirements GPA. The UC minimum GPA is 3.0 while the CSU minimum GPA is 2.0.

UC Subject Requirement: Completing 11 “a-g” college preparatory courses by the end of grade 11 and 15 by the end of grade 12 fulfills the UC subject requirement.

UC Admission Tests - SAT or ACT test score taken by the senior year is combined with the College Admission GPA to determine qualifying Admission Index required for incoming college freshmen. SAT Subject Tests may be recommended for certain programs.

CSU Admission Tests: SAT or ACT test must be taken by December (November for Cal Poly SLO) of the senior year. The writing portions of these tests are not required. Admission Test is combined with Admission GPA to determine qualifying Eligibility Index. Admission Test is not required if Admission GPA is 3.0 or above, except for impacted campuses and programs.

Waiver forms for fee waiver consideration are available from the counselor.

COUNSELING

The purpose of a guidance and counseling program is to help all students with personal and educational matters. ALL students are urged to seek the assistance of the counselor to help answer questions, to gain assistance in resolving personal and/or social conflicts and to improve school adjustment. The counselor also may be sought for college admissions testing, achievement testing for the State of California and others.

Specialized counseling at the 10th grade level includes a review of the student's progress on their original suggested four-year plan and a reassessment/validation of his/her future course enrollments with the goal of preparation for higher education and/or employment. Whenever possible, parents are invited to participate in this conference and priority will be assigned to those students who are having difficulty in meeting their high school graduation requirements. (Ed. Code 48431.6). The counseling office is located in room 6.

SCHEDULE CHANGES

A student's schedule of courses may be changed if the change is necessary to promote school success. Prior teacher permission may be required. At the beginning of each semester, students have a **one-week** period to request necessary schedule changes. To make a schedule change, students must complete a **Schedule Change Form** available from the counselor. This form requires students to get approval signatures from the teachers involved, a parent, the counselor and the principal (last signature). Students must not attend any new classes until the Schedule Change Form is completed and returned to the counselor. Otherwise, the student will be marked with an unexcused absent in the original course and will not appear on the roster of the new classes.

ACADEMIC RECOGNITION

Honor Roll includes students earning a grade point average of at least 3.0.

Principal's Honor Roll includes students earning a grade point average of 3.5-3.99.

Superintendent's Honor Roll includes students earning a grade point average of 4.00 or above.

A grade of “F” or “I” (Incomplete) automatically excludes the student from consideration for Honor Roll

COMPULSORY ATTENDANCE

The State of California requires compulsory school attendance/education for all students from six (6) years to eighteen (18) years of age. Exemptions to compulsory attendance/education can be made through the process established by board policy. Upon attaining the age of eighteen (18) years, the student's right to a free public education becomes a privilege. Continued use of this privilege is contingent upon the student's acceptable performance/behavior and may be revoked at any time through administrative process.

ATTENDANCE POLICY

Regular attendance in classes enhances student learning. Parents and guardians are in control of their children and are under obligation by law to ensure that their children attend school pursuant to Ed. Code Sections 48200, 48400, and 48450 between the ages of 6 and 18. An accumulation of absences, EVEN EXCUSED absences, leads to incomplete knowledge and understanding, non-proficient skill levels, and a poorly prepared graduate.

Students and parents must realize that when a student is absent, it is not possible to recreate the activities that took place in classes on the day a student is absent. Labs, lectures, discussions, demonstrations, and special presentations cannot be repeated for individuals. Assignments or homework are only part of the learning that takes place. One of our major goals is to develop a sense of responsibility among our students that parallels the expectations that the student will face in future education, training, and as an employee in the workplace.

Absent students are responsible for contacting each teacher and requesting missed assignments. Teachers must supply assignments for student absences that are excused by the District.

Teachers do not have to supply work for students with unexcused absences.

EXCUSED ABSENCES

Pursuant to California Education Code Section 48205, the following types of absences are considered excused:

1. Personal Illness. (District policy requires a doctor's note after 3 days.)
2. Quarantine under the direction of a county or city health officer.
3. Doctors appointments.
4. Attendance at funeral services of a member of the immediate family.
5. Jury Duty for student over 18.
6. Participation in religious instruction or exercise in accordance with District Policy.
7. Justifiable personal reason approved by the Principal.
8. For justifiable personal reasons, including but not limited to an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent/guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
9. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
10. For the purpose of spending time with a member of his/her immediate family, who is an active duty member of the uniformed services, as defined in E.C. section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Such absences will be granted for a period of time to be determined at the discretion of the Superintendent of the school district.

11. For the purpose of attending his/her naturalization ceremony to become a United States citizen.

EXTENDED ABSENCES:

An extended absence of more than three days due to illness verified by a doctor's note or other extenuating circumstance is to be reported to the attendance clerk *as soon as possible*. The attendance clerk will arrange for make of assignment to be given to the students. *Students that are absent for more than 5 consecutive days may be put on an Independent Study Contract. Once a student has completed the Independent Study Contract assignments the student's absence will be considered excused.*

UNEXCUSED ABSENCES

Examples of unexcused absences are:

1. Shopping and/or errands - both in and out of town.
2. Staying home to take care of a parent or a sibling who is ill or who needs help for some reason.
3. Employment.

CONSEQUENCES

- May effect graduation eligibility
- May effect field trip eligibility
- May effect GPA or Citizenship grades

TRUANCIES

A student who is absent from class without parent permission or a student who leaves school or a class for part of the day without approved checkout through the attendance office or a student who is tardy 30 minutes or more without a valid excuse is considered TRUANT. Students with three truancies are considered habitual truants and will be brought before the Shandon District Student Attendance Review Board (SARB). SARB members will include the Principal, Counselor, Probation Office Social Services Representative, School Resource Officer and other agencies as needed.

If a student returns from an absence with NO NOTE from his/her parents/guardian and the parent has not called the office, the absence(s) will automatically become a TRUANT absence and that absence will remain TRUANT until a note is brought to the office or until the parent/guardian comes to the office in person to explain the absence.

TARDY POLICY

A student is considered tardy if he/she is not in his/her seat with proper materials when the tardy bell rings. A tardy will only be excused if it pertains to an illness, a medical appointment that is confirmed by a doctor /dentist's note, funeral, an excuse by school district personnel or otherwise stipulated in E.C. section 48205. All other tardiest will be considered unexcused.

UNEXCUSED TARDY CONSEQUENCES

- Students who accumulate three (3) cumulative (all classes combined) tardies in a semester will be given a lunch detention for every three (3) tardies. The parents will be notified.
- Students who accumulate 10 cumulative (all classes combined) tardies in a semester may be given a four (4) hour Saturday School for every 10 tardies. The parents may be again be notified.

HOMEWORK REQUESTS:

Homework may be requested by calling the office the morning of the second full day of the absence. For missed assignments, it is the responsibility of the student to get his/her makeup work. Teachers are required to provide makeup assignments to students with excused absences. Teachers are not required to give makeup work to students for absences due to suspension and truancy. (EC 48913).

EARLY RELEASE

Students who are progressing on a regular graduation track will be allowed to request an early release for any reason if they earned a 3.5 GPA for the prior semester. Students not meeting these requirements may appeal to the Board. All Early Release Requests will require Superintendent and Board approval.

CLOSED CAMPUS/LUNCH PROCEDURES

All Shandon schools are closed campuses. Students may not check themselves out of school during lunch. Only a parent or guardian may check their student out from school for lunch. In the rare event of an emergency, the office is always willing to accommodate parents or guardians if at all possible. Others listed on the emergency card may check the student out during the school day only for doctor appointments, dentist appointments or emergencies.

Pupil Nutrition/Notice of Free and Reduced Meal Prices (E.C. sections 49510-49520; 42 USC 1758 and 1773)

Your child may be eligible for free and reduced meal prices. The application form and related information will be distributed to all parents at the beginning of each school year and is available to students at all times during the school day.

LOCKERS

Students are issued lockers at the time that they receive their schedules. Physical Education teachers will issue lockers for physical education classes. Lockers for athletics are issued by the coaches involved and are to be relinquished when the particular sports season has been completed. Locks will be issued to students upon request. Students must pay for any lost or damaged locks issued to them. Students may not use their own locks on their lockers.

STUDENTS DESIRING TO USE THE LOCKERS MAY DO SO WITH THE STIPULATION THAT LOCKERS MAY BE EXAMINED BY STAFF AT ANY TIME. Lockers are a **courtesy**, not a guaranteed safe place for student belongings. You must secure your locker in order to avoid theft. Students are encouraged to **NOT** bring large amounts of money to school or personal items with high property value.

Students must keep the locker assigned to them unless a change is made through the office. Students are also encouraged to lock their lockers and keep your locker combinations private in order to prevent theft. Students should pick up materials from lockers before going to class. Normally, teachers will not permit students to go to their lockers during class periods.

HEALTH AND SAFETY SERVICES

MEDICATION

A Medication Form including authorization from a physician, type of medication and dosage must to be filled out **each year** prior to any medication being brought to school. Please contact the school clerks for assistance.

All medication must be stored in the school office. Exception may be made for students with self-administered blood glucose level test and inhaled asthma medication if a Medication Form has been

submitted and approved. Students may also carry and use sunscreen without a doctor's note or prescription and may also wear sun-protective clothing [E.C. Section 35183.5].

If a student is on a continuing medication regimen administered at home for a non-episodic condition, parents are required to notify the principal of the medication being taken, the current dosage and the name of the supervising physician. [E.C. 49480].

Medication should be scheduled to be administered at home whenever possible. Medication that must be administered at school should be brought to the school by the parent in the original prescription bottle labeled by the pharmacy. If requested to do so, the pharmacist can provide two labeled prescription bottles so that one may come to school, one may be kept at home and the medication can be split between them. Students are not to have any medication, pills, aspirin, cough drops or any other prescribed or over-the-counter medication in their possession unless it is allowable as described above. *All medication should be picked up by the parent at the end of the school year or it will be discarded.*

Parents may come to school to administer medication not covered by a physician's order. In no case will medications be administered by school staff without an Authorization of Medication form signed by the parent and physician.

The district provides coverage for immediate medical and surgical treatment of bodily injuries to a regularly enrolled student resulting from an accident occurring on school grounds or other facilities being used in the district's educational programs or during transportation to and from those places. This includes field trips and all interscholastic athletic competitions with the exception of tackle football. Coverage may be applicable for up to 52 weeks following the accident, with a limit of \$2,500, and the coverage applies for expenses that exceed the limit of, are less than the deductible of, or are simply not covered by, other insurance available to the student.

Scoliosis Screening (E.C. section 49452.5)

If your child is enrolled in grades 7 through 12 and is suspected of having a curvature of the spine, please notify the school office. The district may screen female students in grade 7 and male students in grade 8 for the condition known as scoliosis. If the initial screening indicates the student may have scoliosis, additional screening may be required. You may request in writing that your student not be screened. If your child is identified at school as having this condition, you will be notified in accordance with the law.

Sight and Hearing Test (E.C. section 49452)

The district is required to provide for testing the sight and hearing of each student enrolled in its schools unless you submit a written denial of consent.

Information for Use in Emergencies (E.C. section 49408)

For protection of your child's health and welfare, we ask that you fill out and return the enclosed Emergency Information Card.

School Safety Plans (E.C. section 32280 and following)

Each school site has established a Safety Plan. Details of the Safety Plan are available to the public through the district office on request, and copies are provided to local law enforcement.

School Buses and Passenger Safety (E.C. section 39831.5)

See transportation safety policies.

Tobacco-Free Schools/No Smoking Policy (Health and Safety Code section 104420)

The district's governing board recognizes that the health hazards associated with smoking and the use of tobacco products, including breathing second-hand smoke, are inconsistent with its goal to provide a healthy environment for students and staff. The law requires that all recipients of any state and/or federal grant or contract maintain tobacco-free school sites.

Use of tobacco products at any time by students, staff, parents, or visitors, is strictly prohibited in district-owned or leased buildings, on district property, and in district vehicles. This prohibition applies to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off district property. Prohibited products include any product containing tobacco or nicotine, including but not limited to cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, and nicotine delivery devices such as electronic cigarettes. Exceptions may be made for use or possession of prescription nicotine products.

Any employee or student who violates the district's tobacco-free schools policy shall be asked to refrain from smoking and shall be subject to disciplinary action as appropriate. Any other person who violates the district's policy on tobacco-free schools shall be informed of the district's policy and asked to refrain from smoking. If the person fails to comply with this request, the Superintendent or designee may direct the person to leave school property, request local law enforcement assistance in removing the person from school premises, and/or prohibit him/her from entering district property for a specified period of time.

PARTICULAR EDUCATION ISSUES

Comprehensive Sexual Health Education, HIV Prevention Education, and Assessments Related to a Student's Health Behaviors and Risks Including Attitudes Concerning or Practices Relating to Sex (E.C. sections 51934-51939)

A parent or guardian of a pupil has the right to excuse their student from all or part of comprehensive sexual health education, HIV prevention education, and assessments related to that education through a written "opt-out" process. You may opt out by so advising the district in writing.

The written and audiovisual educational materials used in comprehensive sexual health education and HIV prevention education are available for inspection.

Comprehensive sexual health education or HIV prevention education may be taught by school district personnel or by outside consultants.

You may request a copy of Education Code sections 51934-51939.

If arrangements for this instruction are made after the beginning of the school year, notice shall be made by mail or another commonly used method of notification, no fewer than 14 days before the instruction is delivered.

Anonymous, voluntary, and confidential research and evaluation tools to measure pupils' health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the pupil's attitudes concerning or practices relating to sex, may be administered to any pupil in grades 7 to 12, inclusive. A parent or guardian has the right to excuse their child from the test, questionnaire, or survey through a written "opt-out" process. You may opt out by so advising the district in writing.

You will be notified in writing if and when such a test, questionnaire, or survey is to be administered.

You have the right to review the test, questionnaire, or survey.

If the school has received a written request from the student's parent or guardian excusing the pupil from participation in comprehensive sexual health education, HIV prevention education, and assessments related to that education, the student may not attend any class in comprehensive sexual health education or HIV prevention education, or participate in any anonymous, voluntary, and confidential test, questionnaire, or survey on pupil health behaviors and risks.

A pupil may not be subject to disciplinary action, academic penalty, or other sanction if the pupil's parent or guardian declines to permit the pupil to receive comprehensive sexual health education or HIV prevention education or to participate in anonymous, voluntary, and confidential tests, questionnaires, or surveys on pupil health behaviors and risks.

While comprehensive sexual health education, HIV prevention education, or anonymous, voluntary, and confidential test, questionnaire, or survey on pupil health behaviors and risks is being administered, an alternative educational activity shall be made available to pupils whose parents or guardians have requested that they not receive the instruction or participate in the test, questionnaire, or survey.

Health Instruction Conflicting with Religious Training and Beliefs of Parent or Guardian (E.C. section 51240)

Upon written request, a parent or guardian has the right to excuse their student from any part of a school's instruction in health that may conflict with their religious training and beliefs or personal moral convictions.

Homeless Youth Education (42 U.S. 11432)

Homeless students and their parents have various rights regarding public education. Information on this subject is explained in the school district's Education for Homeless Children Policy BP/AR 6173.

SEX OFFENDER NOTIFICATION TO PARENTS

Board Policy 3515.5 (adopted in January, 2000) addresses sex offender notification. In order to protect students, the Governing Board believes it is important that the district respond appropriately when a law enforcement agency contacts the district about registered sex offenders who may reside or work within district boundaries. Although this article is not in response to such a contact from the law enforcement, we believe it is important to be prepared. The principal is the liaison with law enforcement regarding these matters and would collaborate with them if the need should arise. The purpose of this article is to advise parents/guardians of the district's willingness and intention to work with law enforcement. The reporting requirements according to Penal Code 290 include the fact that law enforcement is the agency best able to assess the relative danger of an offender, and parents may contact law enforcement for additional information. Information is posted on the district website at www.shandonschools.org. If an identified sex offender is seen on or nearby school grounds or around any student, staff shall immediately contact the Superintendent or designee. The staff member may also inform local law enforcement. Information about registered sex offenders is available online at <http://meganslaw.ca.gov/> or at the Sheriff's Sub-Station at: 356 North Main Street, Templeton, California (805) 781 4550.

TEXTBOOKS

Textbooks are provided for student use. Textbooks will be issued by the library. Students are responsible for textbooks issued to them. If a student loses a textbook the student will be issued another textbook and charged full replacement value. Students who return damaged books will be charged for one-half to full replacement value depending upon the damage (Education Code § 48904(a)(1)). Students checking out of school will return all books to the library. Books not returned must be paid for before the year ends student checkout is completed. Report cards, transcripts, yearbooks, and diplomas will be held pending payment of all fines and debts. If a student moves and textbooks are not returned, the new school will be contacted and will be asked to hold records as well.

LIBRARY

The school library is open:

Monday, Tuesday and Thursdays from 7:30 AM until 4:00 PM

Wednesday from 7:30 AM to 2:00 PM

Fridays from 7:30AM to 11:50 AM

Students who come to the library need to come with the intention of checking out a book, reading or working on a class assignment. Students need to enter the library quietly and not disturb other students who are working. Students will be sent back to class with a possible referral for not following library rules.

Students may check out books from the library for three weeks at a time. A fine may be imposed for late books. Students need to take care of their books. Damaged or lost books need to be paid for before the end of each semester. Damage may include books getting wet, torn or missing pages, no barcode or covers missing, etc.

No student may check out a book for another student. The student checking out a book is responsible for that book. Students should not loan books under their name to another student. Students owing books or money to the library may be denied use of the facility.

VISITORS/VOLUNTEERS

SHS extends a warm welcome to parents/guardians to visit our school and classrooms. At the same time, we must ensure that our students and staff remain safe and that learning is not disrupted. Schools must be aware of who is on campus and why they are here. In order to facilitate a safer learning environment we have developed the following guidelines for school visitors:

1. All visitors must report to the school office and sign in before going elsewhere on campus.
2. Visitors will receive a Visitor's Badge when they sign in. Please make sure the badge is visible. Badges are not needed at Open House, Back to School Night or other school-sponsored events open to the public.
3. For the safety of our students and staff, we will consider that visitors who do not sign in and are not wearing a badge are trespassing. A staff member will escort them to the main office.
4. Visitors will not be allowed unmonitored access to students. Individuals who volunteer may be required to have a back ground check, finger printing and TB Test.
5. Visitors who want to meet with a teacher or administrator need to make an appointment.
6. If a meeting is scheduled to address a concern, the meeting will take place in the office, not in a classroom. The parent/guardian must first report to the office and then will be directed to the meeting place.
7. If parents/guardians need to pick up their student before the regular dismissal time they should call ahead to the attendance office. They must pick up their student in the office or other location named by the school. Parents/guardians may not go directly to the classroom to pick up their student. The school will not release a student to anyone other than a custodial parent without prior arrangement and proper identification.
8. Parent/guardian visits to their students' classrooms must be arranged with the office 24 hours in advance.
9. If a visitor engages in disruptive or inappropriate behavior, the school administration may restrict or deny future visits. This protocol has been developed to have clear expectations for our visitors and to continue to provide a safer environment for our students, staff and visitors.

WORK PERMITS

The State of California requires **EVERY MINOR UNDER THE AGE OF 18 TO HAVE A WORK PERMIT** for most types of jobs, **even during the summer**. Students must renew work permits at the beginning of each school year. Work permit applications are available through the school office. Failure to have a work permit on file with one's employer may cause the employer to be fined \$500 or more. Work permits are free and apply only to one employer at a time. Work permits may be revoked by the District for truancies, suspensions, poor attendance, poor grades, or misbehavior.

SCHOOL TELEPHONE USE

School telephones are to be used for school business. School telephones are not intended for general personal student use. Office staff may place calls for students for emergency purposes only. Parents may call the office if it is necessary to leave a message for your child. Please call **before 2:00 p.m.** to ensure the message gets to your child without disrupting instructional time. Transportation and appointments should be arranged outside of school hours. Please communicate at home with your student with any special instructions for the day. The school is not staffed to accommodate a multitude of messages. The school administration would like to keep to a minimum the disruption of classes when messages are delivered to the classroom.

VEHICLES AND PARKING

All vehicles must be parked on the campus parking lot and not on adjacent streets. No student is permitted to go to the parking lot to move or remove his/her vehicle during school hours without permission of the administration. Students are not allowed in the parking lot during breaks or lunch without the permission of the administration. No vehicle may be parked in such a way as to interfere with the normal flow of traffic or to create a safety hazard. **Students driving to and parking at school must have a copy of a valid driver's license, registration and proof of insurance on file with the office.** The privilege that a student has to drive to school and to park on campus may be revoked at anytime by the administration.

NO WHEELED VEHICLES OF ANY KIND ARE PERMITTED TO BE USED ON THE WALKWAYS OF ANY SCHOOL CAMPUS BECAUSE OF THE DANGER TO PEDESTRIANS AND STATE LAW. This rule applies 24 hours a day including non-school hours and days for skateboards, scooters, motorcycles, bicycles, etc. **Any automobile entering the school premises is subject to search with or without cause by school officials or police officers. Search may include the passenger compartment, engine compartment, trunk and all containers locked or unlocked in or upon the vehicle.**

CHEATING AND PLAGIARISM POLICY

Public education is free to all students in the U.S. and with that right, the responsibility for all students to learn at the best of their ability. School Boards confer diplomas upon the successful completion of Board and State requirements for high school graduation. That diploma signifies the recipient has attained a level of competency that employers and colleges can rely upon for job skills and educational background. Consequences for cheating (classwork, homework, projects, tests, including talking, copying by hand, photo, or machine, transmitting, text messaging or note passing) should be severe in order to dissuade students from attempting to copy or cheat. Consequences for cheating or plagiarism are as follows:
First occasion: The student shall receive a discipline referral and a zero or an "F" on that assignment or exam, and the teacher shall inform the parents in writing.
Second occasion: The student shall receive a discipline referral and an "F" for the semester for the course and the teacher shall inform the parents in writing. Parents may request a meeting with the Administrator to discuss a review of any offense of this regulation

LATE ASSIGNMENTS

Each teacher will explain their late assignment policy clearly to both students and parents as part of their course syllabus given to students within the first three days of student attending their class. All teachers will allow assignments to be turned in late for Excused Absences within a reasonable time period within one week of the student returning to class. Late work for unexcused absences including suspensions and trancies will only be accepted at the teacher's discretion.

STUDENT DRESS CODE

All students are expected to dress and groom appropriately. The school staff reserves the right to determine whether student dress and grooming is disruptive to the educational process, immodest or poses a safety risk to the student or other students. All students have the right to attend a safe and orderly school. School is a place of business and the manner in which a student dresses helps prepare them to participate in school activities, be appropriate to the task, be safe from harassment and to learn.

All students are expected to dress in clothes that are clean, neat, fit properly and are in good condition.

The following rules apply while at school and all school functions, including dances and games.

1. Clothes shall be sufficient to CONCEAL UNDERGARMENTS AT ALL TIMES.
2. See-through or fish-net fabrics, halter tops, tube tops, tank tops, off-the-shoulder, low cut tops, bare midriffs, are not allowed at school.
3. Dresses and skirts must be below finger tips when arms are held to the side or at least mid-thigh.
4. Shirt straps must be at least one inch in width.
5. Shorts must be at least 6 inches at the inseam.
6. Pants/skirts/shorts are not to be worn below the waist line (sagging) and must be sufficient to conceal undergarments.
7. Clothes must not have offensive symbols, slogans, sexual/inappropriate innuendo(hidden messages) or references to alcohol, tobacco, and drugs.
8. Shirts must be worn at all times. (This includes physical education classes, except during swimming.)
9. Bandanas or nets must not be worn on the head or other parts of the student's body.
10. Nonprescription sunglasses are not to be worn inside rooms unless medically required.
11. Distracting, unsafe or offensive jewelry must not be worn.
12. Wide armholed tank tops may not be worn, includes during physical education classes.
13. Head coverings are NOT to be worn within school buildings.
14. Shoes must be worn at all times.
15. No gang-related clothing may be worn. Since this will be ever-changing, the School Recourse Officers and SLO County Gang Task Force will be consulted if necessary to determine what clothing is gang related.

1st Violation – Student will be required to change into more appropriate clothing. The student may either call home to arrange for more appropriate clothes to be delivered or loaner shirts/shorts will be provided and exchanged back at the end of the day.

2nd Violation – Student will be required to change into more appropriate clothing. Parent contact will be made and disciplinary action may be given.

3rd Violation – Parent contact will be made and student may be placed in In-School Suspension for the remainder of the day. Subsequent violations will result in additional days of In-School Suspension or Saturday School and may result in out of school Suspension.

PUBLIC DISPLAYS OF AFFECTION

It is the goal of the Shandon High School staff to provide a professional work environment of both students and staff. Therefore students are asked to limit public displays of affection to holding hands on a limited basis and not in the classroom. Excessive displays of affection are not allowed in most workplaces, may be considered sexual harassment to those who are subject to seeing such actions, and certainly have no place in a high school environment. Students participating in such activities may be subject to disciplinary action including detention or suspension as well as notification of parents.

ELECTRONIC DEVICES

Cellular telephones or any other electronic devices including all accessories (headphones, cameras, calculators, ear buds, plugs, etc.) are not to be visible, in use, or powered on during school hours without the permission of staff.

Staff members may confiscate electronic devices if they determine that the student does not have permission to use the device and/or the device is a distraction.

Loss or theft of electronic devices belonging to students will NOT be investigated. Students must take the responsibility of protecting their property.

1st violation: Parent or guardian must pick up the confiscated item and the student is warned.

2nd violation: Parent or guardian must pick up the confiscated item. The student will receive a lunch detention. Parent and student are notified that future violations may result in suspension.

3rd violation: **In-School** Suspension and the confiscated item is later returned to the parent or guardian.

Subsequent Violations: Additional days of **In-School** suspension and other discipline action may be taken.

INTERVIEWING STUDENTS

There are outside agencies such as law enforcement and social services that on occasion may request to interview a student. This is typically done in private and the student may request a school staff representative to be present.

PARENT RESPONSIBILITY

Parents/guardians are liable for all the damages caused by the willful misconduct of their minor children which result in death or injury to other students, school personnel, or damage to school property. Parents/guardians are also liable for any school property loaned to the student and willfully not returned. Parents/guardians' liability may be as much as \$17,112 in damages and another maximum of \$17,112 for payment of a reward, if any. (EC48904) The school district may withhold the grades, diplomas or transcripts of the student responsible until such damages are paid or the property returned, or until completion of a voluntary work program in lieu of payment of money. (EC48904, Civil Code Sec.1714.1) If your child commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities, or otherwise willfully defies the authority of school personnel, and is suspended for such misconduct, a parent/guardian may be required to attend a portion of a school day in the child's classroom. (EC48900.1)

RELEASE OF A STUDENT TO A PEACE OFFICER

If a school official releases your child from school to a peace officer for the purpose of removing him/her from the school premises, the school official shall take immediate steps to notify you or a responsible relative of your child, except when a student has been taken into custody as a victim of suspected child abuse. In those cases, the peace officer will notify the parent/guardian. (EC48906)

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

A warrant or probable cause is not necessary for searches of students by school officials and the level of suspicion to justify the search need not rise to the level of probable cause. Rather, such a search by school officials must be:

- Justified in its inception - it must be reasonable to suspect the items searched contain evidence of prohibited conduct;
- Reasonably related in scope to the circumstances which justified the search in the first place. That is, the measures adopted are reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

SEARCH DOGS

Ensuring your students are safe from drugs requires a drug free school. Trained dogs may be used in a search on the school grounds, in hallways, social areas, locker rooms, gyms, parking lots and classrooms. As a parent one of the most crucial policies to demand from your student's school is a drug free campus. Nationwide, over 85% of high school students and 44% of junior high students report seeing drugs used, sold, or stored on campus with 31% of high school students and 9% of junior high students seeing such conduct at least once a week (Center for Substance Abuse Research).

CIVILITY TOWARDS STAFF

Any parent, guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor [EC44811 (a)]. A violation of subdivision (a) is punishable as follows: Upon the first conviction, by a fine of no less than five hundred dollars (\$500) and not more than one thousand dollars (\$1,000), or by imprisonment in a county jail for not more than one year, or by both the fine and imprisonment. [EC44811 (b)(1)]

Code of Conduct for Employee-Pupil Interactions (E.C. section 44050 and BP sections 4219.21, 4119.21 and 4319.21)

The district has a code of conduct for employees that include employee interaction with pupils. Inappropriate employee conduct toward students includes, but is not limited to:

1. Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon.
2. Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed.
3. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child.
4. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student.
5. Possessing or viewing any pornography on school grounds or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time.
6. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members.
7. Willfully disrupting district or school operations by loud or unreasonable noise or other action.
8. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace, on district property, or at a school-sponsored activity.
9. Being dishonest with students, parents/guardians, staff, or members of the public including, but not limited to, falsifying information in employment records or other school records.
10. Divulging confidential information about students, district employees, or district operations to persons or entities not authorized to receive the information.

11. Causing damage to or engaging in theft of property belonging to students, staff, or the district.
12. Wearing inappropriate attire. (Refer to dress code)
13. An employee who observes or has evidence of another employee's inappropriate conduct shall immediately report such conduct to the principal or Superintendent or designee. An employee who has knowledge of, but fails to report, inappropriate employee conduct may also be subject to discipline.
14. The district prohibits retaliation against anyone who files a complaint against an employee or reports an employee's inappropriate conduct. Any employee who retaliates against any such complainant, reporter, or other participant in the district's complaint process shall be subject to discipline.

Know Your Rights

Your Child Has the Right to a Free Public Education

- All children in the United States have a Constitutional right to equal access to free public education, regardless of immigration status and regardless of the immigration status of the students' parents or guardians.
- In California:
 - All children have the right to a free public education.
 - All children ages 6 to 18 years must be enrolled in school.
 - All students and staff have the right to attend safe, secure, and peaceful schools.
 - All students have a right to be in a public school learning environment free from discrimination, harassment, bullying, violence, and intimidation.
 - All students have equal opportunity to participate in any program or activity offered by the school, and cannot be discriminated against based on their race, nationality, gender, religion, or immigration status, among other characteristics.

Information Required for School Enrollment

- When enrolling a child, schools must accept a variety of documents from the student's parent or guardian to demonstrate proof of child's age or residency.
- A student, parent or guardian will never have to provide information about citizenship/immigration status to have your child enrolled in school. Also, a Social Security number is not required to enroll in school.

Confidentiality of Personal Information

- Federal and state laws protect student education records and personal information.

These federal laws generally require that schools get written consent from parents or guardians before releasing student information, unless the release of information is for educational purposes, is already public, or is in response to a court order or subpoena.

- Some schools collect and provide publicly basic student “directory information.” If they do, then each year, your child’s school district must provide parents/guardians with written notice of the school’s directory information policy, and let you know of your option to refuse release of your child’s information in the directory.

Family Safety Plan if You Are Detained or Deported

- You have the option to provide your child’s school with emergency contact information, including the information of secondary contacts, to identify a trusted adult guardian who can care for your child in the event you are detained or deported.
- You have the option to complete a Caregiver’s Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person, which may enable a trusted adult the authority to make educational and medical decisions for your child.

Right to File a Complaint

- Your child has the right to report a hate crime or file a complaint to the school district if he or she is discriminated against, harassed, intimidated, or bullied on the basis of his or her actual or perceived nationality, ethnicity, or immigration status.

BUS REGULATIONS

When each student who will typically ride the bus boards at the beginning of school or just after enrollment, they will be given a list of bus rules. The rules are consistent with safety and courtesy. The discipline plan comes into effect with bus regulations. Parents/guardians and students need to understand that bus riding is a privilege that may be curtailed or withdrawn for misbehavior. Should misbehavior occur, a bus referral is written and the disciplinarian of the school in which the student is enrolled handles the disciplinary matter. Depending upon the severity of the infraction, the typical handling may be limited revocation of bus-riding privileges or extended revocation of bus riding privileges.

CARE OF SCHOOL AND PERSONAL PROPERTY

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who disfigure property, break windows, or do other damage to school or personal property or equipment will be required to pay for the damage. The administration is not responsible for unnecessary items brought to school that are lost or stolen.

EMERGENCIES/EVACUATIONS

In the event of a disaster, we insist that students stay at school under the supervision of school personnel until the situation is stabilized. The school will create a “reunion” site on campus for parents to pick up their student as soon as possible. Under no circumstances will the school release students without permission of a parent or adult listed on Student Emergency Information Card.

POWER OUTAGE PROCEDURES

While circumstances may vary between the two ends of the district (Shandon and Parkfield), basically, if there is no power to start school at either end of the district, we will revert to our Late Start procedures. Everything will be “backed up” roughly two hours. An initial call will be sent shortly after 6:00 A.M. announcing a Late Start school day. If there is no subsequent call in the next two hours, plan on the Late Start schedule—school will begin at 10:00 A.M. If school is being completely canceled, you will receive a second phone call before 8:00 A.M. announcing this. District employees and students will be subject to “make up” this day, if school is canceled and never started. Please be reminded that decisions will be based on the school’s location, not necessarily conditions at your home.

If we lose power once everyone is at school, site administrators will call PG & E to determine the length of the outage. If the power is going to be out for greater than four hours, two scenarios exist...if we lose power before or during the serving of lunch, students will be sent home at a time when busses can arrive and we can insure our younger student’s parents have adequate notification for their student’s home supervision (1-2 hours); if we lose power after lunch is served, students will remain at school for the remainder of the regular day and busses will run their normal routes. We will have to work around foreseeable problems of not having computers, smart boards, and, in “interior” classrooms on our sites, no visibility, but our top priority, as always, is our student’s safety. Adjustments can be made.

And finally, what if students are in school and the power goes out at one end of the district but not the other? Since all schools bus routes are tied together, if, for example, power is lost at Shandon High School but not Shandon Elementary, whatever decision is made at SHS would apply to SES. We do not have resources to run two separate bus routes. In this same scenario, if there is power in Shandon but not Parkfield, students would remain in our Shandon schools, keeping to their normal schedules. A separate decision can be made regarding Parkfield students and staff.

FOOD SERVICES

Shandon offers nutritious meals every school day from the District Cafeteria. Applications are available in the school office for students who may be eligible depending on the total household income for either free or reduced-price meals. Parents/guardians must complete a new application for free or reduced meals, one per family, at the beginning of each school year and returned as soon as possible to ensure there is no lapse in eligibility for students.

Free and Reduced Price School Meals - Delinquent Payments and Excess Account Balances

The district may attempt to collect unpaid school meal fees from a parent/guardian, but shall not use a debt collector. (E.C. section 49557.5.)

The Superintendent or designee may enter into an agreement with a student’s parent/guardian for payment of the student’s unpaid meal charge balance over a period of time. As necessary, the repayment plan may allow the unrecovered or delinquent debt to carry over into the next fiscal year. (CDE’s Nutrition Services Division Management Bulletin SNP-03-2017.)

The district shall not direct any action toward a student to collect unpaid school meal fees. (E.C. section 49557.5.)

The district's efforts to collect debt shall be consistent with 2 CFR 200.426. The district shall not spend more than the actual debt owed in efforts to recover unpaid meal charges. (CDE's Nutrition Services Division Management Bulletin SNP-03-2017.)

The Superintendent or designee shall maintain records of the efforts made to collect unpaid meal charges and, if applicable, financial documentation showing when the unpaid meal balance has become an operating loss. (CDE's Nutrition Services Division Management Bulletin SNP 06-2015 and SNP-03-2017.)

DISCIPLINE POLICY

DETENTION

Staff may assign detention as part of discipline procedures. The length of the detention, time and location of the detention is at the discretion of staff. Failure to serve assigned detentions will result in a referral to the administration for further action. Detention is typically served afterschool.

STUDENT MISCONDUCT AND DISCIPLINE

The Obligations of a Student While at School (5 CCR 300)

Every student must:

- Attend school punctually and regularly;
- Conform to the regulations of the school;
- Obey promptly all the directions of the teacher and others in authority;
- Be diligent in study; respectful to the teacher and others in authority; kind and courteous to schoolmates; and refrain entirely from the use of profane and vulgar language.

Teachers Are Required to Hold Students to Strict Account for Misconduct (E.C. section 44807)

Every teacher must hold students to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. Teachers may exercise that amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.

Prohibited Behavior (E.C. section 48900 and following)

If a student engages in prohibited behavior, in addition to other forms of corrective action, he/she may be disciplined, including in school suspension, suspension from school and expulsion from the school district, depending on the circumstances.

Prohibited behavior includes volitional conduct amounting to or related to: assault, battery, threat, alcohol, drugs including Soma, firearms, knives, explosives, other dangerous objects, drug paraphernalia, robbery, extortion, destruction of property, stealing, receiving stolen property, tobacco, obscene acts, habitual profanity, disrupting school activities, defying the valid authority of teachers, administrators, or other school personnel, possessing an imitation firearm, sexual battery, sexual assault, intimidation of student witnesses, hazing, bullying sexual harassment, hate violence, harassment, intimidation and terroristic threats.

Classroom Correction and Non-Punitive in School Correction Preferred When Appropriate (E.C. sections 48900.5, 48900.6 and 48900.9)

Other means of correction are always preferred over in-school suspension, suspension from school, expulsion and any other form of exclusionary discipline that results in a pupil being removed from his/her regular classroom.

Suspension from School (E.C. section 48911)

A school principal (or the principal's duly assigned designee or the Superintendent) may suspend a pupil from school for any conduct prohibited by Section 48900. The maximum duration of any single suspension is five school days.

Expulsion from the School District (E.C. section 48918)

When appropriate, the governing board may expel a student from the school district for any conduct proscribed by the Education Code, except 48900(k) disruption/defiance. The student is entitled to a hearing and due process. If expelled, the student is to receive a Rehabilitation Plan and a copy of the procedures to apply for readmission to the district.

Any serious offense may warrant an immediate suspension and/or expulsion. Administration always has the authority to supersede the list above and determine individual consequences based on the unique situation.

Student Contracts will be used to strengthen the communication and understanding of expected behavior. Failure to comply with all requirements of the contract will result in further disciplinary action as stated in the contract.

COMPLAINTS

Uniform Complaint Procedures (E.C. sections 32289 and 52075; 5 CCR 4600-4670)

The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The district will investigate and seek to resolve any complaints alleging failure to comply with such laws and/or alleging unlawful discrimination, intimidation, or bullying in accordance with the district's uniform complaint procedures. The district has adopted a uniform complaint policy and procedures for use when addressing complaints alleging unlawful discrimination, harassment, intimidation, or bullying in district programs and activities based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified

in E.C. sections 200 or 220, Penal Code section 422.55, or Government Code section 11135, or based on association with a person or group with one or more of these actual or perceived characteristics.

Uniform complaint procedures will also be used to address any complaint alleging the district's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities. Except where specifically authorized by statute, **a student enrolled in a public school cannot be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.** The uniform complaint procedures will also be used to address any complaint alleging the district's failure to comply with the requirements for development and adoption of a school safety plan, state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, special education programs, **any complaint alleging retaliation against a complainant or other participant in the complaint process, and any alleged failure of the district to comply with the requirements of the Local Control and Accountability Plan (LCAP). (The board is required to adopt and annually update an LCAP in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.)**

The Uniform Complaint Policy may also be used to help identify and resolve noncompliance with laws related to accommodations for lactating students, educational rights of foster youth and homeless students, assignment of students to courses without educational content, and any failure to provide physical education instruction for at least 200 minutes every 10 days.

The Uniform Complaint Policy may also be used to resolve allegations of noncompliance with the rights of a foster youth, homeless student, or a former juvenile court school student associated with waiving district-adopted local graduation requirements. (E.C. section 51225.1(m)(1))

The district has designated the following person as the compliance officer responsible for receiving complaints under the uniform complaint policy and procedures: Superintendent Kristina Benson, 101 South First Street, Box 79 Shandon, CA 93461, (805)238-0286. Complaints made under this procedure must be directed to the compliance officer.

You can obtain a copy of the district's Uniform Complaint Policy and Procedures free of charge from the compliance officer. Complaints alleging retaliation, unlawful discrimination, harassment, intimidation, or bullying must be filed not later than six months from the date the behavior occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged retaliation, discrimination, harassment, intimidation, or bullying. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reason for the extension. The complaint review will be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. A complaint alleging noncompliance with the law regarding the prohibition against requiring students to pay student fees, deposits, and charges must be filed no later than one year from the date the alleged violation occurred and may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.

A complainant may appeal the district's decision to the California Department of Education ("CDE") by filing a written appeal within 15 calendar days of receiving the district's decision. The appeal must include

a copy of the complaint filed with the district and a copy of the decision. The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in 5 CCR 4650 exists, including cases in which the district has not taken action within 60 days of the date the complaint was filed with the district. A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include but are not limited to injunctions and restraining orders. For complaints alleging discrimination, harassment, intimidation, and bullying based on state law, a complainant shall wait until 60 calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies, provided the district has appropriately and in a timely manner apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622. The moratorium does not apply to injunctive relief or to discrimination complaints based on federal law.

Complaints Regarding Textbooks and Other Instructional Materials, Teacher Vacancies or Mis-assignment and the Condition of School Facilities (E.C. sections 17592.72, 35186, 35292.5; 5 CCR 4680-4687)

The district has a complaint process specifically designed to help identify and resolve insufficiencies related to textbooks and other instructional materials, teacher vacancies or mis-assignment and the condition of school facilities. The complainant is entitled to an investigation and a response from the district. Additionally, such complaints may be filed anonymously.

Complaints Regarding Employees

The district also has a process which permits the public to submit complaints against district employees in an appropriate and expeditious way which protects the rights of involved parties and holds employees accountable for their actions without disrupting the educational process.

Complaints Regarding Discrimination and Discriminatory Harassment (Section 504 of the Rehabilitation Act of 1973, Title VI Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972; 34 CFR 104.8 and 34 CFR 106.9)

The district is committed to equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, immigration status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

You have certain rights under the law, including Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, and national origin, Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, Section 504 of the Vocational Rehabilitation Act of 1973 and the Individuals with Disabilities Education Act (IDEA), which prohibit discrimination on the basis of disability. The California Department of Education and the Office for Civil Rights of the U. S. Department of Education have authority to enforce these laws and all programs and activities that receive federal funds. Complaints or inquiries regarding compliance with Section 504 or Title II of the Americans with Disabilities Act may be directed to the district Section 504 Coordinator **Kristina Benson**,

Superintendent 101 South First Street, Box 79 Shandon, CA 93461, (805)238-0286 or to the Director of the Office for Civil Rights, U.S. Department of Education, Washington, DC.

Complaints of unlawful discrimination are investigated through the uniform complaint process. For a complaint form or additional information, please contact: **Kristina Benson, Superintendent 101 South First Street, Box 79 Shandon, CA 93461, (805)238-0286.**

STUDENT ACTIVITIES

Our goal is that all students are expected to excel in the classroom and be involved in at least one school activity. Educational research shows that students who are involved in some type of school activity achieve at a higher level academically than those students not involved in co-curricular activities. There are many different avenues available for students to become involved in the "Shandon Family."

Student Government

Shandon High School has three (3) basic levels of government. They are the school-wide Associated Student Body (ASB), individual class officers, and Student Council consisting of at-large representatives from classes. Additional information may be obtained by contacting the ASB advisor.

ASB and Class Officers

Each spring students elect ASB and class officers to administer activities for the following year. Petitions for office and a handout listing each officer's duties and responsibilities can be obtained from the ASB Advisor.

School Sponsored Student Leadership Organizations

All on campus clubs must abide by the Associated Student Body (ASB) Constitution and Regulations. In addition, all on campus clubs must be under the direction of an approved staff member. Students wishing more information may contact the club advisor. Students may check the daily bulletin for the club meeting schedule. Current student leadership organizations include Block "S," Drama, FFA and Friday.

Representatives from school organizations and classes must submit an Activity Request Form signed by an Advisor for all activities including fund raising. After receiving the approval of ASB, the activity form must be approved by the ASB Advisor and Principal before the activity can occur. Any organization sponsoring a school evening event such as a dance must provide a minimum of two (2) faculty sponsors.

Dance Guest Passes are only available for the Winter Formal and Prom. A guest must be a high school student in good standing with the high school administrator's signature to attend. Photo I.D. must be included. The only 18 to 20-years old that will be able to attend on a guest pass are former Shandon Unified graduates that were in good standing.

Disciplinary action and charges will be filed against anyone in possession of, or under the influence of, alcohol or drugs at any school activity on or off campus

AUDIENCE BEHAVIOR AT PERFORMANCES

To provide the proper atmosphere at non-athletic performances and to achieve the best performance that students are capable of presenting, it is expected that students follow the rules of concert etiquette:

1. Please do not talk during performances. The art of theater and music is one that requires intense concentration on the part of the performers. Any noise during a performance is extremely distracting. Simple logic tells us that if you can hear the people on stage, they, in turn, can likely hear you.

2. The calling out of names of individuals on stage, making loud remarks which can be heard on stage (otherwise known as cat calls), yelling, screaming, or whistling are prohibited at all times. Applause, if sincere, is greatly appreciated, but anything else is an insult to the performers.

BEHAVIOR

The district recognizes that student athletes represent our school, therefore please see the athletic handbook for specific behavior expectations for our athletes.

GENERAL APPEARANCE

Students participating in extra-curricular activities must dress appropriately to positively represent their high school. They should keep their hair well groomed, skin clean and clothes clean and neat. The determination of acceptability will be up to the coach, advisor, Athletic Director or Principal.

TRAVEL

Unless prior written permission is received from the principal, a student must travel to and from contests/activities in school transportation. Parents who need to check students off of school transportation upon the close of an event, must obtain written permission from the Principal or designee. Blanket requests for the entire season will not be honored. Students will only be released to a parent or legal guardian or an adult over 21 years of age approved by the parent.

ATTENDANCE IN SCHOOL

Cutting a class or classes will result in an athlete being benched for the next scheduled contest or a student missing the next extra-curricular activity. The student must be in attendance at school for all classes on the day of a game or on the Friday before Saturday games in order to participate in any games, events, practices or activities. Exceptions may be made by the Principal for emergency family issues or necessary medical appointments. If a game, event or practice is on Saturday, the student must be in all classes the previous Friday to participate. Students suspended on Friday cannot play or practice the following Saturday. Students assigned to In-School Suspension will not be released early to participate in practice, games, activities or travel.

GRADUATION CEREMONIES AND END OF YEAR ACTIVITIES

The graduation ceremony and/or activities at the end of the school year are considered symbolic of the educational end result and are not essential components to the provision of public education. Participating and walking at the graduation ceremony is a privilege, not a right. Students may be excluded from participating in graduation ceremonies and end of year activities for the following reasons:

1. Two or more suspensions during their senior year,
2. Violation of school rules including the Senior Trip.
3. More than 10 unexcused absences during their senior year.
4. Failure to pay fines or any other funds owed to the District.
5. Failure to participate in required preparation for graduation ceremonies held during school hours.
6. Inappropriate or disrespectful behavior during graduation preparation.

Graduation cap and gowns will not be issued to students until the Friday before Baccalaureate. Students not eligible to graduate will not be issued their graduation cap and gown but will be refunded for the purchase price of the cap and gown if purchased by the student. Administration may determine at any time before the graduation ceremony that a student's inappropriate actions will cause him to not be included in graduation. Parents/Guardian will be notified as soon as possible.

DISTRICT TECHNOLOGY SERVICES STUDENT ACCEPTABLE USE POLICY

Use of school, networks and Internet services is a privilege, which may be restricted or revoked at any time. Students, who use school technology, access networks, or the Internet, agree to follow all school rules. Students, using school technology and equipment must follow the directions of teachers and school staff. Students may not use school technology for commercial purposes, including auctioning, selling, offering, providing or purchasing goods or services for personal use. Students who fail to follow school rules may lose their privileges, and/or be subjected to disciplinary procedures.

Use of school technology, networks, and Internet services does not create any expectation of privacy. The school reserves the right to search and/or monitor any information created, accessed, sent, received, and/or stored in any format by students on school equipment.

Users may encounter material they interpret as controversial, inappropriate, or offensive. It is impossible to completely control the content. It is the user's responsibility not to intentionally access such material.

All district network infrastructure and bandwidth are the property of Shandon Joint Unified School District and Shandon Joint Unified reserves the right to monitor all activities and restrict access accordingly.

The following are **examples** of inappropriate uses that are prohibited:

- Anything prohibited by law, district or school rules
- Using obscene language or intentionally accessing or possessing obscene or pornographic material, as defined in subdivision (a) of Penal Code Section 313
- Harassing, insulting or attacking others, especially cyberbullying
- Using another person's password or distributing another's password
- Sending or displaying pornographic, hostile, offensive, or hate related material
- Accessing another person's computer, folders, work, or files without their consent
- Possession or use of any tools designed for probing, monitoring, or breaching the security of the network or willfully infecting the network with a virus
- Using the network for non-school related bandwidth intensive activities such as network games and the downloading of music/video files or serving as a host for such activities
- Using the network for commercial purposes
- Violating copyright laws
- Participating in non-district approved forums, chat rooms, or exchanges
- Using school equipment for non-school related purposes
- Advertising or promoting non-school commercial endeavors
- Activities that would subject the school or the individual to criminal, civil or administrative liability

I understand and agree to comply with the above stated district and school policies and procedures as outlined in Board Policy 6163.4 and its supporting Administrative Regulations. To read the entire policy as it relates to students, you may contact your school office.

Social Media Monitoring (E.C. section 49073.6)

The district intends to and will collect data from pupils' social media and may use such data in disciplinary actions involving students and/or district employees. The information gathered and/or maintained will pertain directly to school or student safety.

Pupils and their parents/guardians may inspect this information and request correction or deletion. The information will be deleted within one year of the pupil reaching the age of 18 or within one year of the pupil no longer being enrolled in the district, whichever comes first. The social media records of a pupil may be inspected by the pupil or the pupil's parent/guardian and corrections or deletion of the information may be requested. Requests to inspect a pupil's collected social media information, or to correct or delete the information, may be made to the principal or other site administrator who, within five school days, shall make the records available for inspection or respond to the request for correction or deletion of the information. Students and their parents/guardians also may have a district-level hearing to appeal the decision not to change or delete records.

Surveillance System

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

The Shandon Joint Unified School District uses video surveillance equipment for security purposes and the equipment may or may not be actively monitored at any time. The recordings may be used in disciplinary proceedings and/or referred to local law enforcement, as appropriate.

STUDENT/PARENT AGREEMENT PAGE

We have read the Student Handbook as well as the Acceptable Use Policy for Technology.

Student: I have read the Student Handbook and I agree to abide by all school rules as well as all state and federal regulations and laws.

Parent/Guardian: As the parent/guardian of the student, I have read the Student Handbook and I agree to abide by these rules.

Print name of parent/guardian

Signature of parent/guardian

Date

Print name of student

Grade

Signature of student

Date

SHANDON JOINT UNIFIED SCHOOL DISTRICT

10.5

Regular Meeting of the Board of Trustees

MEETING DATE: August 4, 2020

AGENDA ITEM TITLE:

Approval of Annual Notice to Parents/Guardians 2020-21 School Year

PREPARED BY:

K. Benson

AGENDA SECTION:

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

SUMMARY:

Each school district must notify parents and guardians of their legal rights and obligations at the beginning of the first semester or quarter of the regular school year. The following summarizes those rights and responsibilities.

RECOMMENDED ACTION:

Approval

**ANNUAL NOTICE TO PARENTS/GUARDIANS
2020-2021**

**ANNUAL NOTICE TO PARENTS/GUARDIANS
CONCERNING THEIR RIGHTS AND RESPONSIBILITIES
2020 - 2021**

Each school district must notify parents and guardians of their legal rights and obligations at the beginning of the first semester or quarter of the regular school year. The following summarizes those rights and responsibilities.

Please sign and return the attached acknowledgment indicating that you have received and reviewed these materials. Also, please check the appropriate box below which will allow the district to send future versions of the Annual Notice to you electronically instead of a hard copy.

If you have any questions, please contact the district office.

Sincerely,

District Superintendent

PARENTAL ACKNOWLEDGMENT

E.C section 48982 Requires Parents to Sign and Return this Acknowledgment

By signing below, I am neither giving nor withholding my consent for my student(s) to participate in any program nor am I agreeing to, or disagreeing to, the information contained in this Notice. I am merely indicating that I have received and read the attached notice regarding my rights relating to activities which might affect my student(s).

- ☐ I wish to receive the district's Annual Notice by logging onto the district website
- ☐ I wish to receive the district's Annual Notice only by email

Date: _____

Signature of Parent

Printed Name of Student

Printed Name of Parent

Printed Name of Student

EXCUSED ABSENCES

According to law (E.C. section 48205), your child will be excused for absence when it is:

- a. Due to his or her illness.
- b. Due to quarantine under the direction of a county or city health officer.
- c. For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
- d. For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
- e. For the purpose of jury duty in the manner provided by law.
- f. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
- g. For justifiable personal reasons, including but not limited to an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent/guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
- h. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
- i. For the purpose of spending time with a member of his/her immediate family, who is an active duty member of the uniformed services, as defined in E.C. section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Such absences will be granted for a period of time to be determined at the discretion of the Superintendent of the school district.
- j. For the purpose of attending his/her naturalization ceremony to become a United States citizen.
- k. Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.

Obtaining Confidential Medical Services (E.C. section 46010.1)

A pupil may be excused from the school for the purpose of obtaining medical services that are private in nature and scheduled confidentially, that is, without the consent of the pupil's parent or guardian.

Absence for Religious Purposes (E.C. section 46014)

With your written permission, your child may be excused to attend religious exercises or to receive moral and religious instruction away from school. However, your child will be required to complete a certain number of minutes for that day. Such absences are limited to four days per month.

Absence to Care for a Sick Child (E.C. section 46015)

Absence to care for a sick child is an excused absence and the school is prohibited from requiring a note from a doctor for such an absence.

No Grade Reduction or Loss of Academic Credit for an Excused Absence (E.C. section 48205)

Your child shall not have his/her grade reduced or lose academic credit for any excused absence(s) if missed assignments and tests can be reasonably provided and are satisfactorily completed in a reasonable time.

SCHOOL ATTENDANCE OPTIONS

Enrollment in Neighborhood School (E.C. section 48980)

Generally, children may attend a school run by the district in which their parents reside. Districts usually enroll children in their neighborhood school. Their neighborhood school is the school which the district has designated to serve the area in which their parents reside.

In addition, the district tries to provide options so that parents who reside in one attendance area may choose to enroll their child in a school that is designated to serve another attendance area. Further, families may choose to enroll their child at a school run by another school district all-together instead of attending a school run by their own school district.

The rules governing enrollment/attendance options are designed to not only address the diverse needs and interests of district families, but also balance enrollment in order to maximize the efficient use of district facilities. There are limitations and requirements associated with each such option and transportation assistance to and from the receiving school receiving the student is generally not provided.

Intradistrict Open Enrollment (E.C. section 35160.5(b))

The parents/guardians of any student who is residing within a district's boundaries may apply to enroll their student in any district run school instead of their neighborhood school. However, no student currently residing within a school's attendance area may be displaced by another student transferring from outside the attendance area.

Enrollment priority is given to:

- The victim of an act of bullying (if there is no available school for an intradistrict transfer, the district cannot prohibit the student's interdistrict transfer). (E.C. section 46600(d)(2).)
- Students whose neighborhood school has been classified as "persistently dangerous." (20 USC 7912; 5 CCR 11992-11993.)
- Any student who is a victim of a violent crime while on school grounds. (20 USC 7912; 5 CCR 11992-11993.)
- Any student enrolled in a district school receiving Title I funds that has been identified for program improvement (PI), corrective action, or restructuring. (20 USC 6316.)
- Any student enrolled in a district school that has been identified on the state's Open Enrollment List. (E.C. sections 48350-48361; 5 CCR 7400-4705.)

Additional priorities are set forth in the school district's intradistrict open enrollment policy (BP and AR 5116.1).

The district determines the number of spaces available for each grade level and/or program at each district school to which a student attending another district school may transfer. Except for priorities listed above, the school district uses a random, unbiased selection process to determine who shall be admitted whenever the school receives enrollment requests that are in excess of the school's capacity at the pertinent grade level or in the pertinent program.

The application and selection process is more fully explained in the school district's intradistrict open enrollment policy (BP and AR 5116.1) and the Open Enrollment Act transfers policy (BP and AR 5118).

Interdistrict Transfers (E.C. sections 46600(a)(b) and 46601)

A. Interdistrict Attendance Agreements and Permits

A student who resides in one district may transfer to and enroll at a school in another district pursuant to a permit issued under an interdistrict attendance agreement between the two school districts. Both districts must consent to the transfer.

The victim of an act of bullying, committed by a pupil of the district of residence, is given priority for interdistrict attendance. Unless the interdistrict attendance agreement expressly provides otherwise, the student does not have to reapply annually, or at all, and must be allowed to continue to attend the school in which he or she first enrolls. Neither the sending nor receiving districts are required to consent to the transfer. There is an appeal process if an application is denied. The appeal is to the county board of education with jurisdiction over the district denying the transfer.

The application and selection process is more fully explained in the school district's interdistrict enrollment policy (BP and AR 5117).

B. Open Enrollment Act Transfers Pursuant to an Interdistrict Attendance Agreement (E.C. sections 48350-48361; 5 CCR 7400-4705)

A student may enroll in a school outside the district under an interdistrict attendance agreement in conjunction with the Open Enrollment Act. A student in a school on California's list of 1,000 lowest achieving schools may transfer to another school with a higher API in the school district or, if none, in a nearby district. Once enrolled at a school pursuant to an interdistrict transfer, the transferring student may remain at that school unless the interdistrict attendance agreement between the two school districts expressly provides otherwise. The sending district may not deny the transfer request. The receiving district, however, may deny the transfer request. The county board of education may overrule a denial.

The application and selection process is more fully explained in the school district's Open Enrollment Act transfer policy (BP and AR 5118).

C. School District of Choice Program (E.C. sections 48300-48317)

A school district may enact the School District of Choice Program. The program allows the receiving district to enroll non-district students without the agreement of their district of residence. Under this program, priority must be given to siblings of children already in attendance and the receiving district may also give priority to children of military personnel.

Once enrolled pursuant to the School District of Choice Program, the transfer is renewed automatically unless the governing board withdraws the program. However, the student does not have a regulatory right to stay at the same school as in the case of a Section 46600 interdistrict attendance agreement. Additionally, the district of residence may impose a statutorily-set cap on the total number of students transferring out of the district, and the district of choice is required to give certain notices to districts of residence.

If a district has not chosen to become a School District of Choice, then a parent may not choose to transfer under the provisions of the program. The process is more fully explained in the school district's interdistrict enrollment policy (BP and AR 5117).

Employment-Based Residency (E.C. section 48204(b))

A school district may adopt a policy which permits non-district students to enroll, without the agreement of their district of actual residence, if the student's parent or guardian is physically employed for a minimum of at least 10 hours per week within the geographical boundaries of the school district. A district adopting such a policy is not required to enroll every such student.

Once a student has enrolled pursuant to the employment-based residency rule, the student must be allowed to continue to attend a school within the district. However, there is no regulatory requirement that the student be allowed to continue to attend any particular school as in the case of a Section 46600 interdistrict attendance agreement.

The process is more fully explained in the school district's interdistrict enrollment policy (BP and AR 5111.12(a)).

Students Residing with a Care-giving Adult (E.C. section 48204(a)(5))

A student who lives in the home of a caregiving adult within the boundaries of the school district is a resident of the school district. If the caregiver provides an affidavit under penalty of perjury, pursuant to the California Family Code (commencing with Section 6550), that is a sufficient basis for determining the pupil lives in the home of the caregiver, unless the school district determines from actual facts that the pupil is not living in the caregiver's home.

The process is more fully explained in the school district's residency policy (BP and AR 5111.1).

Students Residing in a Licensed Children's Institution (E.C. section 48204(a)(1))

A student placed in a regularly established licensed children's institution, or a licensed foster home, or a family home pursuant to a commitment or placement under Welfare and Institutions Code, located within the boundaries of the school district may attend a school run by the district.

The process is more fully explained in the school district's residency policy (BP and AR 5111.1).

Foster Youth (E.C. sections 48204(a)(2) and 48853.5)

Students who are or become "Foster" children must be permitted to continue their education at their "school of origin" through the end of the academic year and maybe longer if that placement is in their best interests. This rule applies as long as they remain "Foster" children. On the other hand, if the district's Educational Liaison and the Foster family agree that enrollment in a "new" school is in the best interest of the "Foster" child, the new school must immediately enroll the child. Foster children must be allowed to matriculate with their peers in accordance with the established feeder patterns of the school district when transitioning to middle school or high school.

The process is more fully explained in the school district's education for foster youth policy (BP and AR 6173.1).

Emancipated Youth (E.C. section 48204(a)(4); Fam. Code section 7000 and following)

An emancipated student whose residence is located within the boundaries of a school district is considered a resident of that district and may attend the district's schools. An emancipated student is a minor whose parent or legal guardian has been relieved of responsibility, control, and authority through an emancipation procedure in court.

The process is more fully explained in the school district's residency policy (BP and AR 5111.1).

Students Residing in a State Hospital (E.C. section 48204(a)(6))

A student residing in a state hospital located within the boundaries of a school district is deemed a resident of that district.

The process is more fully explained in the school district's residency policy (BP and AR 5111.1).

"Homeless" Students (42 USC 11413-114350)

A student whose parents come within the McKinney-Vento criteria for homelessness may, if they so choose, continue enrollment in the school they were attending prior to becoming homeless even if now living elsewhere in or outside of the district's boundaries. Note that they may also choose the neighborhood school in their new district instead.

Also note that McKinney-Vento gives homeless students transportation rights. The new district and old district, together, must make transportation arrangements for the student.

The process is more fully explained in the school district's education for homeless children policy (BP and AR 6173).

Students Receiving Special Education Services Pursuant to an Individualized Education Program (IEP) or a 504 Plan (20 USC 1400 and following; 34 CFR 300.114-300.118)

IEP teams and the Individuals with Disabilities Education Act (IDEA), not district administrators and/or other federal/state legislation, determine the placement of IDEA eligible students. The requirements of IDEA necessitate placement where the student can receive a Free and Appropriate Public Education (FAPE) in the Least Restrictive Environment (LRE). LRE tends to create a preference favoring sites in relatively close proximity to the student's home provided that the student can receive FAPE at that site.

The same is generally true of students receiving special education services pursuant to Section 504 of the Rehabilitation Act of 1973 (29 USC 794; CFR 104.33 and 104.34).

The process is more fully explained in the school district's policies on Identification and Education Under Section 504 and on Individualized Education Programs (BP and AR 6164.6 and 6159).

Individualized Instruction (E.C. sections 48206.3 and 48980(b))

If your child has a temporary disability which prevents him/her from attending regular classes, the district will provide individual instruction when possible.

Students in Hospitals Outside of School District (E.C. sections 48206.3, 48207 and 48208)

If, due to a temporary disability, your child is in a hospital or other residential health facility which is located outside your school district, he/she may be eligible to attend the school district in which the hospital is located. If this situation should arise, you should notify both the district where you reside and the district where the hospital is located so that individualized instruction, if possible, can be provided.

Alternative School or Class Group Within the District

A school district may establish and maintain an “alternative” school or a separate class group within the district, pursuant to E.C. section 58500 that is designed to maximize the opportunity for students to develop the positive values of self-reliance, self-motivation, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.

Charter Schools (E.C. sections 47600-47663; 5 CCR 11963)

Charter Schools are governed by the Education Code, but free of most of the code’s restrictions. The two main forms of charter schools are classroom-based or non-classroom-based instruction. Non-classroom-based instruction, commonly referred to as “independent study,” takes place primarily at home or outside the traditional classroom-based school setting.

Private Schools

Children may be instructed in a private full-time day school by persons qualified to teach in the State of California (E.C. sections 33190 and 33195). Private schools are selected and paid for by the student’s parents.

Mentally Gifted Students (E.C. section 48223)

Children who are mentally gifted may be taught in a private full-time day school by persons qualified to teach in the State of California. Parents bear the costs of such schools.

Private Tutors (E.C. section 48224)

As an alternative to a private school, children may be instructed by a private tutor, who must hold a valid state credential for the applicable grade level. Private tutors are selected and paid for by student’s parents.

Homeschooling

Homeschooling in California is either performed by a parent who files a private school affidavit, a parent who qualifies as a private tutor, or untrained parents who simply teach their child at home.

STUDENT MISCONDUCT AND DISCIPLINE

The Obligations of a Student While at School (5 CCR 300)

Every student must:

- Attend school punctually and regularly;
- Conform to the regulations of the school;
- Obey promptly all the directions of his teacher and others in authority;
- Observe good order and propriety of deportment;
- Be diligent in study; respectful to his/her teacher and others in authority; kind and courteous to schoolmates; and refrain entirely from the use of profane and vulgar language.

Teachers Are Required to Hold Students to Strict Account for Misconduct (E.C. section 44807)

Every teacher must hold students to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. Teachers may exercise the amount of physical control that is reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.

Rules of the District Pertaining to Student Discipline (E.C. section 35291)

Student discipline is regulated by the California legislature and by board policy and procedures. The student discipline rules are detailed and exhaustive. Their purpose is to give school officials the legal authority to impose student discipline and also provide accused students with due process. The rules governing student discipline are more fully explained in board policies BP and AR 5144 and 5144.1.

Prohibited Behavior (E.C. section 48900 and following)

If a student engages in prohibited behavior, in addition to other forms of corrective action, he/she may be disciplined, including in school suspension, suspension from school and expulsion from the school district, depending on the circumstances.

Prohibited behavior includes volitional conduct amounting to or related to: assault, battery, threat, alcohol, drugs including Soma, firearms, knives, explosives, other dangerous objects, drug paraphernalia, robbery, extortion, destruction of property, stealing, receiving stolen property, tobacco, obscene acts, habitual profanity, disrupting school activities, defying the valid authority of teachers, administrators, or other school

personnel, possessing an imitation firearm, sexual battery, sexual assault, intimidation of student witnesses, hazing, bullying sexual harassment, hate violence, harassment, intimidation and terroristic threats.

Classroom Correction and Non-Punitive in School Correction Preferred When Appropriate (E.C. sections 48900.5, 48900.6 and 48900.9)

Other means of correction are always preferred over in-school suspension, suspension from school, expulsion and any other form of exclusionary discipline that results in a pupil being removed from his/her regular classroom.

Suspension from School (E.C. section 48911)

A school principal (or the principal's duly assigned designee or the Superintendent) may suspend a pupil from school for any conduct prohibited by Section 48900. The maximum duration of any single suspension is five school days.

Expulsion from the School District (E.C. section 48918)

When appropriate, the governing board may expel a student from the school district for any conduct proscribed by the Education Code, except 48900(k) disruption/defiance. The student is entitled to a hearing and due process. If expelled, the student is to receive a Rehabilitation Plan and a copy of the procedures to apply for readmission to the district.

Discipline of a Disabled Student Who Is Eligible for Special Education Pursuant to IDEA or Section 504 (E.C. section 48915.5 and 20 USC 1415(k))

Federal law governs the authority of school districts to suspend and expel disabled children from school. If the misconduct is a manifestation of the student's disability, after 10 days of suspension, the student must be returned to the pre-suspension placement unless his/her IEP team and parents agree otherwise. A disabled student may not be expelled for misconduct which is a manifestation of the student's disability. The rules governing the discipline of students with disabilities are more fully explained in board policy AR 5144.2.

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

A warrant or probable cause is not necessary for searches of students by school officials and the level of suspicion to justify the search need not rise to the level of probable cause. Rather, such a search by school officials must be:

- Justified in its inception - it must be reasonable to suspect the items searched contain evidence of prohibited conduct;

- Reasonably related in scope to the circumstances which justified the search in the first place. That is, the measures adopted are reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

The rules governing search and seizure are more fully explained in board policy BP and AR 5145.12.

Law Enforcement Notification (E.C. section 48902)

The Education Code requires that the school principal to notify law enforcement in cases of student misbehavior involving:

- Assault with a deadly weapon or other instrument;
- Assault by means of force likely to produce serious bodily injury;
- Use, possession or sale of drugs and alcohol;
- Arranging for the sale of a substance represented to be drugs or alcohol;
- Possession of a firearm within a school zone;
- Possession of other weapons such as dirks or daggers at school; and
- Possession or furnishing of a firearm or an explosive at school.

Release of a Student to a Peace Officer (E.C. section 48906)

If a school official releases your student from school to a peace officer for the purpose of removing him/her from the school premises, the school official will take immediate steps to notify you or a responsible relative of your child, except when a student has been taken into custody as a victim of suspected child abuse. In those cases, the peace officer will notify the parent or responsible relative that the child is in custody and the place where the child is being held, unless the child would be endangered by disclosure of the place.

Property Damage or Personal Injury - Parents Liable (E.C. section 48904(a) and Civ. Code section 1714.1)

Parents are liable for property damage or personal injuries caused by their child's willful misconduct in an amount up to \$25,000.00.

Damaged Library Materials - Parents Liable (E.C. section 19910)

The parent or guardian of a minor who willfully and maliciously cuts, tears, defaces, breaks, or injures any book, map, chart, picture, engraving, statue, coin, model, apparatus, or other work of literature, art, mechanics, or object of curiosity, deposited in any public library, gallery, museum, collection, fair, or exhibition is liable for all damages so caused by the minor.

Over Due Library Materials - Parents Liable (E.C. section 19911)

The parent or guardian of a minor who willfully and maliciously detains any book, newspaper, magazine, pamphlet, manuscript, or other property belonging to any public or incorporated library, reading room, museum, or other educational institution, for 30 days after notice in writing to return the article or property, given after the expiration of the time for which by the rules of the institution the article or property may be kept, is liable for all damages so caused by the minor.

Withholding Grades, Diploma, or Transcript (E.C. section 48904(b))

When your child willfully damages school property or if school property is loaned to your child and he/she refuses to return it when due, grades, diplomas and transcripts may be withheld. A voluntary work program in lieu of the payment of money may be arranged.

Attendance by Parent for a Portion of the School Day (E.C. 48900.1)

If your student willfully defies the authority of his/her teacher, disrupts classroom activity, commits an obscene act or habitually uses profanity or vulgarity, you may be required to attend school with your student for a portion of the school day.

Dress Code or Uniforms (E.C. section 35183(d))

Please see the Shandon High School Student/Parent Handbook for the student dress code.

Student Sexual Harassment (E.C. section 231.5; 5 CCR 4917)

The district takes allegations of sexual harassment seriously. The district prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The district also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment. Students in grades 4 through 12 may be suspended or expelled for engaging in sexual harassment.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who has experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in BP and AR 5145.7.

A copy of the district's policy on student sexual harassment is enclosed for your review.

Social Media Monitoring (E.C. section 49073.6)

The district intends to and will collect data from pupils' social media, and may use such data in disciplinary actions involving students and/or district employees. The information gathered and/or maintained will pertain directly to school or student safety.

Pupils and their parents/guardians may inspect this information and request correction or deletion. The information will be deleted within one year of the pupil reaching the age of 18 or within one year of the pupil no longer being enrolled in the district, whichever comes first. The social media records of a pupil may be inspected by the pupil or the pupil's parent/guardian and corrections or deletion of the information may be requested. Requests to inspect a pupil's collected social media information, or to correct or delete the information, may be made to the principal or other site administrator who, within five school days, shall make the records available for inspection or respond to the request for correction or deletion of the information. Students and their parents/guardians also may have a district-level hearing to appeal the decision not to change or delete records.

Involuntary Transfer of a Student Convicted of a Violent Felony or Misdemeanor Where Victim Enrolled at Same School (E.C. section 48929)

Pursuant to board policy, a student perpetrator who has been convicted of a violent felony or a misdemeanor involving a firearm may be involuntarily transferred to another school site if the victim of the offense is enrolled at the same school as the perpetrator. District policy provides that (i) the school first attempt to resolve their conflict using restorative justice or counseling, if the victim will participate; (ii) the student perpetrator be notified of his/her right to request a meeting with the school principal before the principal makes a recommendation; (iii) the Superintendent or his/her designee make a recommendation to the governing board; and (iv) the board deliberate in closed session as may be necessary to maintain the confidentiality of student information. The board's decision will be final.

STUDENT SERVICES

Special Education Services for Disabled Pupils (E.C. sections 56020 and following and 56301; 34 CFR 104.36)

If you have reason to believe that your child (ages 0 through 21 years) has a disability which requires special services or accommodations, bring this to the attention of the school office. You may request an assessment for eligibility for special education instruction or services through the school principal. Your child will be evaluated to determine whether he/she is eligible for special instruction or services.

Any request for assessment must be made in writing and received by the district. If a request for assessment is made via e-mail, the request will be considered received by the district when the e-mail is opened.

You will be notified in writing of all district decisions regarding the identification, evaluation, or educational placement of your student if he/she has a disability or suspected disability. All such notifications will include a statement regarding procedural safeguards, including but not limited to your rights to (1) examine relevant records, (2) have an impartial hearing with an opportunity for participation by you and your counsel, and (3) a review procedure.

The rules governing the rights and obligations associated with Special Education are more fully explained in board policy BP and AR 6159-6259.4.

Prospectus of School Curriculum (E.C. sections 49063 and 49091.14)

The curriculum of every course offered by the schools of the district is compiled annually by each school in a prospectus which contains the titles, descriptions, and instructional aims of every course offered by each school. Each school prospectus is available for review upon request at each school site.

Pupil Nutrition/Notice of Free and Reduced Meal Prices (E.C. sections 49510-49520; 42 USC 1758 and 1773)

Your child may be eligible for free and reduced meal prices. The application form and related information will be distributed to all parents at the beginning of each school year and is available to students at all times during the school day.

Fingerprinting (E.C. section 32390)

Districts are authorized to offer fingerprinting programs for children enrolled in kindergarten or newly enrolled in the district. If the district has adopted such a program, on your child's initial enrollment you will be notified of procedures, any applicable fee, and your right to decline your child's participation.

Sex Equity in Course Selection and Career Counseling; Advance Notice (E.C. section 221.5)

Commencing with the 7th grade, parents must be notified in advance of Course Selection and Career Counseling. Parents may participate in such counseling along with their child. Recommendations by counselors cannot differentiate between students on the basis of the student's sex and shall affirmatively explore with each student the possibility of careers and courses leading to careers that may be considered nontraditional for that student's sex.

HEALTH AND SAFETY



Immunizations (E.C. sections 49403, 48216 and 48853.5; Health and Safety Code sections 120335, 120370, 120372, 120372.05 and 120375; 17 CCR 6025-6051, 6055 and 6070; 42 USC 11431.)

In order to protect the health of all students and staff and to curtail the spread of infectious diseases, the school district cooperates with state and local public health agencies to encourage and facilitate immunization of all district students against preventable diseases. Accordingly, parents must provide documentation of full immunization, in accordance with the age/grade and dose required by the California Department of Public Health (CDPH), against the following diseases:

1. Measles, mumps, and rubella (MMR);
2. Diphtheria, tetanus, and pertussis (whooping cough) (DTP, DTaP, or Tdap);
3. Poliomyelitis (polio);
4. Hepatitis B;
5. Varicella (chickenpox);
6. Haemophilus Influenza Type B (Hib meningitis); and

7. Any other disease designated by the CDPH.

Any first time newly admitted student who has not obtained the required immunization(s) within 10 school days following the parent/guardian's receipt of notice, must be excluded from school unless the student is exempt from immunization for medical reasons.

A medical exemption requires a written statement from a licensed physician to the effect that the physical condition or the medical circumstances of the child are such that immunization is not safe. The physician's statement must indicate the specific nature and probable duration of the medical condition or circumstances for which the physician does not recommend immunization.

If it is determined, however, that a child has been exposed to one of the 10 diseases named in the immunization requirements and does not have proof of immunization, the child may be temporarily kept out of school.

A student may also be exempt from the state immunization requirements if he/she is enrolled in an independent study program pursuant to Education Code sections 51745-51749.6 and does not receive any classroom-based instruction.

The "personal beliefs" exemption to the immunization requirements requires that parent submit a letter stating that they object to immunizations based on their personal beliefs and that letter must have been submitted no later than January 1, 2016. As most newly enrolling students were not born by January 1, 2016, this exemption is not available to them. For any continuing student, note that any personal beliefs exemption granted prior to January 1, 2016 is only effective until the student enters the next grade span. For this purpose, Health and Safety Code 12335 defines three grade spans: birth through preschool, grades K-6 (including TK), and grades 7-12. For example, a student granted a personal beliefs exemption in preschool must be immunized when entering kindergarten, and a student granted such an exemption in grade 4 must be immunized when entering grade 7.

If the student has not been granted a valid exemption, the student must remain excluded from school until an immunization record is provided that certifies that he/she has received a dose of each required vaccine due at that time.

An immunization record must be either a personal record with entries made by a physician or agency performing the immunizations or a school record from the student's previous school documenting the student's immunizations.

A special education student who is not fully immunized must nevertheless continue to receive all his/her special education and related services. That is, the IEP must continue to be fully implemented.

Homeless children and foster youth must be immediately enrolled even if they are unable to produce records normally required for enrollment, including medical records.

Military families must be given 30 days from the date of enrollment to show that their children are fully immunized before being excluded. A transfer student must be given 30 days while his/her records are being transferred from a previous school before being excluded.

The rules governing the rights and obligations associated with immunizations and exclusion from school are more fully explained in board policy BP and AR 5141.31 and AR 5112.2.

If you have questions or concerns, you may contact and discuss those questions and concerns with the school nurse. If you are having financial difficulty fully immunizing your child or difficulty locating a medical provider, contact the school nurse for guidance. If you need a short extension of this timeline, also contact the school nurse.

Table A, "California Immunization Requirements for Pre-Kindergarten," sets forth, according to age or grade, the required immunizations and number of doses for admission to and attendance at a pre-kindergarten facility.

TABLE A: CALIFORNIA IMMUNIZATION REQUIREMENTS FOR PRE-KINDERGARTEN¹

AGE WHEN ADMITTED	TOTAL NUMBER OF DOSES REQUIRED OF EACH IMMUNIZATION ^{2 3}				
2 through 3 months	1 Polio	1 DTaP	1 Hep B	1 Hib	
4 through 5 months	2 Polio	2 DTaP	2 Hep B	2 Hib	
6 through 14 months	2 Polio	3 DTaP	2 Hep B	2 Hib	
15 through 17 months	3 Polio	3 DTaP	2 Hep B	1 Hib ⁴	1 Varicella
	On or after the 1st birthday:				1 MMR
18 through 5 years	3 Polio	4 DTaP	3 Hep B	1 Hib ⁴	1 Varicella
	On or after the 1st birthday:				1 MMR

¹ A pupil's parent or guardian must provide documentation of a pupil's proof of immunization to the governing authority no more than 30 days after a pupil becomes subject to any additional requirement(s) based on age, as indicated in Table A.

² Combination vaccines (e.g., MMRV) meet the requirements for individual component vaccines. Doses of DTP count towards the DTaP requirement.

³ Any vaccine administered four or fewer days prior to the minimum required age is valid.

⁴ One Hib dose must be given on or after the first birthday regardless of previous doses. Required only for children who have not reached the age of five years.

Table B, "California Immunization Requirements for Grades K-12," sets forth, according to age or grade, the required immunizations and number of doses for admission to and attendance at a school.

TABLE B: CALIFORNIA IMMUNIZATION REQUIREMENTS FOR GRADES K-12

GRADE	NUMBER OF DOSES REQUIRED				
ADMITTED	OF EACH IMMUNIZATION ^{1 2 3}				
K-12 Admission	4 Polio ⁴	5 DTaP ⁵	3 Hep B ⁶	2 MMR ⁷	2 Varicella
(7th-12th) ⁸	1 Tdap				
7th Grade					
Advancement					
^{9 10}	2 Varicella ¹⁰	1 DTaP ⁸			

¹ Requirements for K-12 admission also apply to transfer pupils.

² Combination vaccines (e.g., MMRV) meet the requirements for individual component vaccines. Doses of DTP count towards the DTaP requirement.

³ Any vaccine administered four or fewer days prior to the minimum required age is valid.

⁴ Three doses of polio vaccine meet the requirement if one dose was given on or after the fourth birthday.

⁵ Four doses of DTaP meet the requirement if at least one dose was given on or after the fourth birthday. Three doses meet the requirement if at least one dose of Tdap, DTaP, or DTP vaccine was given on or after the seventh birthday. One or two doses of Td vaccine given on or after the seventh birthday count towards the requirement.

⁶ For 7th grade admission, refer to Health and Safety Code section 120335, subdivision (c).

⁷ Two doses of measles, two doses of mumps, and one dose of rubella vaccine meet the requirement, separately or combined. Only doses administered on or after the first birthday meet the requirement.

⁸ For 7th through 12th graders, at least one dose of pertussis-containing vaccine is required on or after the seventh birthday.

⁹ For children in ungraded schools, pupils 12 years and older are subject to the 7th grade advancement requirements.

¹⁰ The varicella requirement for seventh grade advancement expires after June 30, 2025.

Control of Communicable Disease (E.C. section 49403)

The district cooperates with the local health office in the control and prevention of communicable disease in school-age children. If you consent in writing, the district may permit any person licensed as a physician and surgeon, or any person licensed as a registered nurse, to administer an immunizing agent to your child. You will be advised in writing before any immunization program is instituted.

Administering Medication and Monitoring Health Conditions (E.C. sections 49414.1, 49414.5, 49423 and 49423.1; 5 CCR 600-611; *American Nurses Association v. Torlakson* (2013) 57 Cal. 4th 570)

The district recognizes that during the school day, some students may need to take medication prescribed or ordered by an authorized health care provider to be able to fully participate in the educational program. Upon your written request and with the approval of your child's authorized health care provider, together with a release by parents, foster parents, or guardians of civil liability for such self-administration, a student with a medical condition who requires frequent treatment, monitoring, or testing (including but not limited to diabetes and asthma) may be allowed to self-administer, self-monitor, and/or self-test. Your child must observe universal precautions in handling blood and other bodily fluids.

Any medication prescribed by an authorized health care provider, including an emergency anti-seizure medication for a student with epilepsy, may be administered by the school nurse or other designated school personnel only when the Superintendent or designee has received a written statement from you indicating your desire for the district to assist your child in taking the medication and a written statement from your child's authorized health care provider detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken. If the medication, dosage, frequency of administration, or reason for administration changes at some point in the year, you must provide a new written statement from your child's authorized health care provider.

When unlicensed personnel are authorized by law to administer a medication, such as emergency anti-seizure medication, epinephrine auto-injector, glucagon, or insulin, the Superintendent or designee will ensure that school personnel designated to administer it to students receive appropriate training from qualified medical personnel before any medication is administered. Additionally, such unlicensed personnel will be supervised by, and provided immediate communication access to, a school nurse or physician. In an emergency situation, such as a public disaster or epidemic, a trained, unlicensed district employee may administer medication to a student.

If your child is on a continuing medication regime for a non-episodic condition, you must inform the school nurse or other designated employee of the medication being taken, the current dosage, and the name of the supervising physician. Necessary medications

must be provided in properly labeled, original containers, along with the authorized health care provider's instructions. For prescribed or ordered medication, the container must have the name and phone number of the pharmacy, the student's identification, and the name and phone number of the authorized health care provider. With your consent, the school nurse or other designated employee, may communicate with your child's physician regarding the medication and its effects and may counsel school personnel regarding the possible effects of the medication on the student.

The District's BP 5141.21 more fully explains rights, obligations and policy regarding administering medication and monitoring health conditions.

Use of Sunscreen Permitted (E.C. section 35183.5)

Students may carry and use sunscreen without a doctor's note or prescription, and may also wear sun-protective clothing.

Health Care Coverage Information (E.C. section 49452.9)

The district has information on health care coverage options and enrollment assistance. If interested, please contact the school office for this information.

Physical Examinations (E.C. section 49451; 20 USC 1232h)

Physical examinations and screenings may be conducted at various times throughout the year. If you want your child to be exempt from physical examinations at school, file a written statement signed by you with the school refusing such an exam. However, when there is a good reason to believe that your child is suffering from a recognized contagious or infectious disease, he/she may be sent home and shall not be permitted to return to school until the contagious or infectious disease does not exist.

Dental Fluoride Treatment (Health and Safety Code section 104830)

Pupils may be provided the opportunity to receive topical application of fluoride or other decay-inhibiting agent to their teeth. Parents/guardians or eligible pupils should submit a written request for this treatment.

Medical and Hospital Services (E.C. section 49472)

The district provides coverage for immediate medical and surgical treatment of bodily injuries to a regularly enrolled student resulting from an accident occurring on school grounds or other facilities being used in the district's educational programs or during transportation to and from those places. This includes field trips and all interscholastic athletic competitions with the exception of tackle football. Coverage may be applicable for up to 52 weeks following the accident, with a limit of \$2,500, and the coverage applies for expenses that exceed the limit of, are less than the deductible of, or are simply not covered by, other insurance available to the student.

Scoliosis Screening (E.C. section 49452.5)

If your child is enrolled in grades 7 through 12 and is suspected of having curvature of the spine, please notify the school office. The district may screen female students in grade 7 and male students in grade 8 for the condition known as scoliosis. If the initial screening indicates the student may have scoliosis, additional screening may be required. You may request in writing that your student not be screened. If your child is identified at school as having this condition, you will be notified in accordance with the law.

Sight and Hearing Test (E.C. section 49452)

The district is required to provide for testing the sight and hearing of each student enrolled in its schools unless you submit a written denial of consent.

Information for Use in Emergencies (E.C. section 49408)

For protection of your child's health and welfare, we ask that you fill out and return the enclosed Emergency Information Card.

Confidential Medical Services Without Parental Consent (E.C. section 46010.1)

According to the law, school authorities may excuse any student in grades 7 through 12 from school for the purpose of obtaining confidential medical services without the consent of the pupil's parents.

Management Plan for Asbestos-Containing Material (40 CFR 763.84 and 40 CFR 763.93)

A complete, updated management plan for asbestos-containing material in school buildings is available at each school office.

Pesticide Warnings (E.C. sections 17612 and 48980.3)

The district has implemented an integrated pest management program designed to effectively control pests using a combination of techniques. Pesticides that pose the least possible hazard and are effective in a manner that minimizes risks to people, property, and the environment may be used according to established regulations and treatment thresholds.

Pursuant to the Healthy Schools Act of 2000, the district is required to notify staff and parents of the name of all pesticide products expected to be applied at the school facility during the upcoming year. Those products are as follows:

<u>Product Name</u>	<u>Active Ingredient</u>	<u>Pest Treated</u>
Borid-D	Boric Acid	Silverfish, Roaches, and Ants
Dragnet SFR	Permethrin	fleas, roaches, ticks, ants, mole crickets, chinch bugs and other insects
Hancho Plus Herbicide	Isopropylamine Salt of Glyphosate	Weeds and Grasses
Masterline	Bifenthrin	ants, fleas, spiders, roaches, bed bugs, and mites
P,C,Q Rodenticide- CA SLN	Diphacinone 0.01%	Rodents
Phantom	Chlorfenapyr	termites, ants, cockroaches, and bed bugs
Precor	Methoprene	Fleas
AgriSolutions Cornerstone Plus Herbicide	Isopropylamine salt of glyphosate	Weeds and Grasses
Suspend	Deltamethrin	<u>spiders, bed bugs, ants, carpenter ants, fleas, ticks, clothes moths</u>
Talstar	Bifenthrin	Ants, Bed Bugs, Bees, Beetles, Cockroaches, Crickets, Earwigs, Fleas, Flies, Gnats, Mosquitoes, Moths, Silverfish, Spider Mites, Spiders (including Black Widow, Brown Recluse and Hobo Spiders), Springtails, Stink Bugs, Ticks (including Brown Dog Ticks), Vinegar (Fruit) Flies and Wasps
Termidor	Fipronil	Termites
Tri-Die-D	Pyrethrin/Silica	Ants, Bed Bugs, Bees, Booklice, Boxelder Bugs, Carpet Beetles, Carpenter Ants, Centipedes, Clover Mites, Cluster Flies, Crickets, Cockroaches, Drywood Termites, Earwigs, Elm Leaf Beetles, Firebrats, Fleas, Ground Beetles, Lice, Millipedes, Pillbugs, Scorpions, Silverfish, Sowbugs, Spiders, Stored Product Pests, Powder Post Beetles, Ticks and Wasps

If you wish to receive notification of individual pesticide applications at the school facility, please complete the attached registration form. You will receive notification at least 72 hours prior to the application.

Request for Individual Pesticide Application Notification

Shandon Joint Unified School District

I understand that, upon request, the school district is required to supply information about individual pesticide applications at least 72 hours before application. I would like to be notified before each pesticide application at this school.

I would prefer to be contacted by (check one): U.S. Mail____ E-mail____ Phone____

Please print neatly:

Name of Parent/Guardian: _____ Date: _____

Address: _____

Day Phone:() _____ Evening Phone:() _____

E-mail: _____ Return to

Shandon Joint Unified School District, 101 S 1st Street Box 79 Shandon CA, 93461

Information regarding pesticide information may be obtained at the California Department of Pesticide Regulation website: <http://apps.cdpr.ca.gov/schoolipm/>

School Safety Plans (E.C. section 32280 and following)

Each school site has established a Safety Plan. Details of the Safety Plan are available to the public through the district office on request, and copies are provided to local law enforcement.

School Buses and Passenger Safety (E.C. section 39831.5)

39831.5. (a) All pupils in prekindergarten, kindergarten, and grades 1 to 12, inclusive, in public or private school who are transported in a school bus or school pupil activity bus shall receive instruction in school bus emergency procedures and passenger safety. The county superintendent of schools, superintendent of the school district, or owner/operator of a private school, as applicable, shall ensure that the instruction is provided as follows:

(1) Upon registration, the parents or guardians of all pupils not previously transported in a school bus or school pupil activity bus and who are in prekindergarten, kindergarten, and grades 1 to 6, inclusive, shall be provided with written information on school bus safety. The information shall include, but not be limited to, all of the following:

- (A) A list of school bus stops near each pupil's home.
- (B) General rules of conduct at school bus loading zones.
- (C) Red light crossing instructions.
- (D) School bus danger zone.
- (E) Walking to and from school bus stops.

(2) At least once in each school year, all pupils in prekindergarten, kindergarten, and grades 1 to 8, inclusive, who receive home-to-school transportation shall receive safety instruction that includes, but is not limited to, proper loading and unloading procedures, including escorting by the driver, how to safely cross the street, highway, or private road, instruction on the use of passenger restraint systems, as described in paragraph (3), proper passenger conduct, bus evacuation, and location of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit. As part of the instruction, pupils shall evacuate the school bus through emergency exit doors.

(3) Instruction on the use of passenger restraint systems, when a passenger restraint system is installed, shall include, but not be limited to, all of the following:

- (A) Proper fastening and release of the passenger restraint system.
- (B) Acceptable placement of passenger restraint systems on pupils.
- (C) Times at which the passenger restraint systems should be fastened and released.
- (D) Acceptable placement of the passenger restraint systems when not in use.

(4) Prior to departure on a school activity trip, all pupils riding on a school bus or school pupil activity bus shall receive safety instruction that includes, but is not limited to, location of emergency exits, and location and use of emergency equipment.

Instruction also may include responsibilities of passengers seated next to an emergency exit.

(b) The following information shall be documented each time the instruction required by paragraph (2) of subdivision (a) is given:

- (1) Name of school district, county office of education, or private school.
- (2) Name and location of school.
- (3) Date of instruction.
- (4) Names of supervising adults.
- (5) Number of pupils participating.
- (6) Grade levels of pupils.
- (7) Subjects covered in instruction.
- (8) Amount of time taken for instruction.
- (9) Bus driver's name.
- (10) Bus number.
- (11) Additional remarks.

The information recorded pursuant to this subdivision shall remain on file at the district or county office, or at the school, for one year from the date of the instruction, and shall be subject to inspection by the Department of the California Highway Patrol.

Sex Offender Information: "Megan's Law" (Penal Code section 290.4)

The California Department of Justice operates a website that lists designated registered sex offenders in California. The district does not disseminate this information but you may visit <http://www.meganslaw.ca.gov> to learn more and find helpful information for you and your family.

Tobacco-Free Schools/No Smoking Policy (Health and Safety Code section 104420)

The district's governing board recognizes that the health hazards associated with smoking and the use of tobacco products, including breathing second-hand smoke, are inconsistent with its goal to provide a healthy environment for students and staff. The law requires that all recipients of any state and/or federal grant or contract maintain tobacco-free school sites.

Use of tobacco products at any time by students, staff, parents, or visitors, is strictly prohibited in district-owned or leased buildings, on district property, and in district vehicles. This prohibition applies to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off district property. Prohibited products include any product containing tobacco or nicotine including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, and nicotine delivery devices such as electronic cigarettes. Exceptions may be made for use or possession of prescription nicotine products.

Any employee or student who violates the district's tobacco-free schools policy shall be asked to refrain from smoking and shall be subject to disciplinary action as appropriate. Any other person who violates the district's policy on tobacco-free schools shall be informed of the district's policy and asked to refrain from smoking. If the person fails to comply with this request, the Superintendent or designee may direct the person to leave school property, request local law enforcement assistance in removing the person from school premises, and/or prohibit him/her from entering district property for a specified period of time.

Concussion/Head Injury During Athletic Activity (E.C. section 49475)

<http://www.cifstate.org/index.php/the-latest-news/concussions>

The district offers an athletic program in which your child may wish to participate. By law we must provide you with information regarding concussions and head injuries. Please review with your child the attached information sheet about concussion and head injuries. You and your child must sign and date the sheet where indicated and return it to your child's school prior to your child beginning practice or competition in our athletic program.

Pupil Mental Health Services Available on Campus or in the Community (E.C. section 49429.5)

[Describe mental health services available for pupils at the schools, if any.]

[Describe mental health services available for pupils in the community.]

PARTICULAR EDUCATION ISSUES

Comprehensive Sexual Health Education, HIV Prevention Education, and Assessments Related to a Student's Health Behaviors and Risks Including Attitudes Concerning or Practices Relating to Sex (E.C. sections 51934-51939)

A parent or guardian of a pupil has the right to excuse their student from all or part of comprehensive sexual health education, HIV prevention education, and assessments related to that education through a written "opt-out" process. You may opt out by so advising the district in writing.

The written and audiovisual educational materials used in comprehensive sexual health education and HIV prevention education are available for inspection.

Comprehensive sexual health education or HIV prevention education may be taught by school district personnel or by outside consultants.

You may request a copy of Education Code sections 51934-51939.

If arrangements for this instruction are made after the beginning of the school year, notice shall be made by mail or another commonly used method of notification, no fewer than 14 days before the instruction is delivered.

Anonymous, voluntary, and confidential research and evaluation tools to measure pupils' health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the pupil's attitudes concerning or practices relating to sex, may be administered to any pupil in grades 7 to 12, inclusive. A parent or guardian has the right to excuse their child from the test, questionnaire, or survey through a written "opt-out" process. You may opt out by so advising the district in writing.

You will be notified in writing if and when such a test, questionnaire, or survey is to be administered.

You have the right to review the test, questionnaire, or survey.

If the school has received a written request from the student's parent or guardian excusing the pupil from participation in comprehensive sexual health education, HIV prevention education, and assessments related to that education, the student may not attend any class in comprehensive sexual health education or HIV prevention education, or participate in any anonymous, voluntary, and confidential test, questionnaire, or survey on pupil health behaviors and risks.

A pupil may not be subject to disciplinary action, academic penalty, or other sanction if the pupil's parent or guardian declines to permit the pupil to receive comprehensive

sexual health education or HIV prevention education or to participate in anonymous, voluntary, and confidential tests, questionnaires, or surveys on pupil health behaviors and risks.

While comprehensive sexual health education, HIV prevention education, or anonymous, voluntary, and confidential test, questionnaire, or survey on pupil health behaviors and risks is being administered, an alternative educational activity shall be made available to pupils whose parents or guardians have requested that they not receive the instruction or participate in the test, questionnaire, or survey.

More information regarding sexual health and HIV/AIDS prevention instruction may be found in the district's BP and AR 6142.1.

Health Instruction Conflicting with Religious Training and Beliefs of Parent or Guardian (E.C. section 51240)

Upon written request, a parent or guardian has the right to excuse their student from any part of a school's instruction in health that may conflict with their religious training and beliefs or personal moral convictions.

Assessments Containing Questions About a Student's Personal Beliefs or Those of His/Her Family (E.C. section 51513; 20 USC 1232h)

No test, questionnaire, survey, or examination containing any questions about a student's personal beliefs or practices in sex, family life, morality, and religion, or any questions about the pupil's parents' or guardians' beliefs and practices in sex, family life, morality, income, political affiliations, mental/psychological problems and religion may be administered unless:

- The parent or guardian of the pupil is notified in writing that this test, questionnaire, survey, or examination is to be administered; and
- The parent or guardian of the pupil gives written permission for the pupil to take the test, questionnaire, survey, or examination.

More information regarding family privacy and questions pertaining to personal beliefs may be found in the district's BP and AR 5022.

Statewide Pupil Assessment Program (E.C. sections 60604 and 60615; 5 CCR 852)

The California Assessment of Student Performance and Progress (CAASPP) is a statewide assessment program that tests the degree to which pupils are achieving the academically rigorous content and performance standards, adopted by the state board, that reflect the knowledge and complex skills that student will need in order to succeed in the information-based, global economy of the 21st century.

A parent or guardian may annually submit to the school a written request to excuse his or her child from any or all parts of the test for the school year. Such a request will be granted.

Right to Refrain from Harmful Use of Animals (E.C. sections 32255-32255.6)

Your child may participate in a course during this year that utilizes live or dead animals or animal parts to help your child obtain knowledge, information, or experience required in the course. If your child chooses not to participate in the dissection of animals, and if the teacher believes that an adequate alternative education project is possible, the teacher may work with him/her to develop and agree upon an alternative education project for the purpose of providing your child an alternate avenue for obtaining the information required by the course. The school will need a signed note from you indicating your child's objection.

Homeless Youth Education (42 U.S. 11432; E. C. section 48851)

Homeless students and their parents have various rights regarding public education. Information on this subject is explained in the school district's Education for Homeless Children Policy BP/AR 6173.

Minimum Days or Pupil Free Staff Development Days (E.C. section 48980(c))

[If your district's, or a particular school's, schedule for these days is known in time for this Notice, include them in this Notice. It is suggested you provide a calendar to satisfy this requirement. Otherwise, the law requires at least one month's prior notice of the dates.]

Free and Reduced Price School Meals - Delinquent Payments and Excess Account Balances

The district may attempt to collect unpaid school meal fees from a parent/guardian, but shall not use a debt collector. (E.C. section 49557.5.)

The Superintendent or designee may enter into an agreement with a student's parent/guardian for payment of the student's unpaid meal charge balance over a period of time. As necessary, the repayment plan may allow the unrecovered or delinquent debt to carry over into the next fiscal year. (CDE's Nutrition Services Division Management Bulletin SNP-03-2017.)

The district shall not direct any action toward a student to collect unpaid school meal fees. (E.C. section 49557.5.)

The district's efforts to collect debt shall be consistent with 2 CFR 200.426. The district shall not spend more than the actual debt owed in efforts to recover unpaid meal charges. (CDE's Nutrition Services Division Management Bulletin SNP-03-2017.)

The Superintendent or designee shall maintain records of the efforts made to collect unpaid meal charges and, if applicable, financial documentation showing when the unpaid meal balance has become an operating loss. (CDE's Nutrition Services Division Management Bulletin SNP 06-2015 and SNP-03-2017.)

(Pursuant to CDE's April 3, 2017 Nutrition Services Division Management Bulletin SNP-03-2017, 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 the collection of delinquent meal charge debt. (CSBA Model BP 3551.) The Annual Notice is one way to communicate the required information to high poverty families.)

The Rights of Pregnant and Parenting Pupils (E.C. sections 46015, 221.5, and 222.5)

Pregnant and parenting pupils have the right to the following options and accommodations:

- Absence to care for a sick child is an excused absence and the school is prohibited from requiring a note from a doctor for such an absence.
- The school may not exclude nor deny any pupil from any educational program or activity, including class or extracurricular activity, solely on the basis of the pupil's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom.
- The school may require any pupil to obtain the certification of a physician or nurse practitioner that the pupil is physically and emotionally able to continue participation in the regular education program or activity.
- The school may not require pregnant or parenting pupils to participate in pregnant minor programs or alternative education programs. Pregnant or parenting pupils who voluntarily participate in alternative education programs shall be given educational programs, activities, and courses equal to those they would have been in if participating in the regular education program.

- The school must treat pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom in the same manner and under the same policies as any other temporary disabling condition.
- Pregnant and parenting pupils are entitled to accommodations that provide them with the opportunity to succeed academically while protecting their health and the health of their children.
- A pregnant or parenting pupil is entitled to eight weeks of parental leave, which the pupil may take before the birth of the pupil's infant if there is a medical necessity and after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction, in order to protect the health of the pupil who gives, or expects to give, birth and the infant, and to allow the pregnant or parenting pupil to care for and bond with the infant.
- A pregnant or parenting pupil who does not wish to take all or part of the parental leave to which they are entitled shall not be required to do so.
- A pregnant or parenting pupil is entitled to receive more than eight weeks of parental leave if deemed medically necessary by the pupil's physician.
- When a pupil takes parental leave, the supervisor of attendance shall ensure that absences from the pupil's regular school program are excused until the pupil is able to return to the regular school program or an alternative education program.
- During parental leave, schools shall not require a pregnant or parenting pupil to complete academic work or other school requirements.
- A pregnant or parenting pupil may return to the school and the course of study in which he or she was enrolled before taking parental leave.
- Upon return to school after taking parental leave, a pregnant or parenting pupil is entitled to opportunities to make up work missed during his or her leave including, but not limited to, makeup work plans and reenrollment in courses.
- Notwithstanding any other law, a pregnant or parenting pupil may remain enrolled for a fifth year of instruction in the school in which the pupil was previously enrolled when it is necessary in order for the pupil to be able to complete state and any local graduation requirements, unless the local educational agency makes a finding that the pupil is reasonably able to complete the local educational agency's graduation requirements in time to graduate from high school by the end of the pupil's fourth year of high school.

- A pupil who chooses not to return to the school in which he or she was enrolled before taking parental leave is entitled to alternative education options offered by the local educational agency.
- A pregnant or parenting pupil who participates in an alternative education program shall be given educational programs, activities, and courses equal to those he or she would have been in if participating in the regular education program.
- A pupil shall not incur an academic penalty as a result of his or her use of the accommodations specified in this subdivision.

LIMITED ENGLISH PROFICIENT STUDENTS AND AVAILABLE LANGUAGE ACQUISITION ISSUES

English Learners/Available Language Acquisition Programs (E.C. sections 310(b)(2), 313.1, 313.2 and 440)

If your child is an English learner, he/she may be offered English language development instruction targeted to their English proficiency level and designed to ensure English acquisition as rapidly and effectively as possible. Such programs are designed to be aligned with the state content standards and curriculum framework. They are based on sound instructional theory, use standard-aligned instructional materials, and will assist students in accessing the full educational program.

You will be notified when your child is assessed for English language proficiency within 30 days after the start of the school year. The notice will include:

1. Whether the child is a long-term English learner or English learner at risk of becoming a long-term English learner, as those terms are defined in Section 313.1.
2. The manner in which the program for English language development instruction will meet the educational strengths and needs of long-term English learners or English learners at risk of becoming long-term English learners.
3. The manner in which the program for English language development instruction will help long-term English learners or English learners at risk of becoming long-term English learners develop English proficiency and meet age-appropriate academic standards.

A teacher who is assigned to provide either English language development, specially designed academic instruction in English, and/or primary language instruction to English learners, must hold an appropriate authorization from the California Teaching

Commission. The district's language acquisition programs for grades K-3 comply with class size requirements.

Parents/guardians of English learners may choose a language acquisition program that best suits their child. The district may offer one or more of the following language acquisition programs:

1. A dual-language immersion program which provides integrated language learning and academic instruction for native speakers of English and native speakers of another language, with the goals of high academic achievement, first and second language proficiency, and cross-cultural understanding.
2. A transitional or developmental bilingual program for English learners, which provides instruction to pupils that utilize English and a pupil's native language for literacy and academic instruction and enables an English learner to achieve English proficiency and academic mastery of subject matter content and higher order skills, including critical thinking, in order to meet state-adopted academic content standards.
3. A structured English immersion program for English learners in which nearly all classroom instruction is provided in English, but with curriculum and a presentation designed for pupils who are learning English.

An English learner may transfer to an English language mainstream classroom when he/she has developed the English language skills necessary to succeed in an English-only classroom is reclassified as fluent English proficient.

SCHOOL RECORDS AND ACHIEVEMENT

Pupil Records/Notice of Privacy Rights of Parents and Students (E.C. sections 49060 - 49085; 20 USC 1232g; 20 USC 1232h; 34 CFR 99.3; 34 CFR 99.7; 34 CFR 99.30; 34 CFR 99.31; 34 CFR 99.33; 34 CFR 99.34; 34 CFR 99.35)

With certain exceptions, pupil records are confidential and will not be disclosed without your consent. If you have completed and signed a Caregiver's Authorization Affidavit for the purpose of enrolling a minor student in school, you have the right to access the student records of the child for whom you provide care. If you are 14 years old or older and are identified as both homeless and an unaccompanied youth, you may access your student records without parental consent.

Pupil records are any items of information (in handwriting, print, tape, film, microfilm, or other medium) that are directly related to an identifiable student, other than "directory information," and are maintained by the district or required to be maintained by an employee in the performance of his/her duties. Pupil records include the

student's health record. District officials responsible for maintaining your child's records are as follows: School Counselor, Administrative Assistant and Bilingual Clerks.

When your child enrolls or intends to enroll in another district, agency, or institution, we will forward his or her records to that district, agency, or institution within 10 school days of receiving a request as long as the disclosure is for purposes related to the student's enrollment. Various original records or copies of those records shall be retained permanently by the district.

Additionally, your child's records may be shared with school officials and employees of the district, and other persons connected with the district who have a legitimate educational interest, or other legally authorized purpose, and who may need your child's records to perform his or her tasks. "School officials and employees" are individuals whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require that they have access to student records. A "legitimate educational interest" is an interest held by a school official, employee, or person outside the district, as further defined here and in board policy, whose duties, responsibilities or contractual obligations to the district, whether routine or as a result of special circumstances, require him/her to have access to student records. Persons outside the district who may have access to particular records that are relevant to their legitimate educational interest, or other legally authorized purpose, include those with a formal written agreement or contract with the district regarding the provision of services or functions outsourced to him/her by the district, including: contractors, consultants, insurance carriers, claims adjusters, accountants, attorneys, investigators, or other parties to whom the district has outsourced institutional services or functions, including third-party vendors and service providers who provide online educational software and/or services that are part of the district's educational program or who manage certain data stored in a secure cloud computing or web-based system for the district. The district uses the following outside vendors and may contract in the future to add similar products or services:

San Luis Obispo County Office of Education, AERIES and County of San Luis Obispo Department of Social Services.

For additional information, please see E.C. section 49076 and 34 Code of Federal Regulations section 99.1 and following, or contact **Dr. Kristina Benson, Superintendent** or the Family Policy Compliance Office, U. S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.

Pursuant to E.C. section 49064, a log or record must be maintained for your child's records listing all persons, agencies, or organizations requesting or receiving information from the records and legitimate interests for that information. This log can be inspected at Shandon Joint Unified School District.

As a parent, you have a right to inspect and review your child's school records, including records possessed by a vendor under contract with the district to provide online services or products, and also including any information about your child collected from social media if the district is operating a social media collection program. To access individual student records, please contact your child's school. You also have a right to challenge the contents of your child's records, have an administrator assist you in interpreting the records, request amendment to ensure they are not inaccurate, misleading, or otherwise in violation of your child's privacy rights, seek expungement of those records, have a district-level hearing to appeal the decision not to change records, and file a complaint with the state and/or United States Department of Education if the district fails to comply with state and federal law with regard to your child's records. If your child's records include information concerning any disciplinary action taken in connection with your student, you have the right to include in the record a written statement or response concerning the disciplinary action. To review policies related to the review and/or expungement of your child's records, please contact your child's school. You also have the right to inspect all instructional materials which will be used in connection with any survey, analysis, or evaluation as part of any applicable program. If you would like a copy of your child's records, the cost of such duplication is 10¢ per page.

Release of Pupil Directory Information (E.C. sections 49061(c)), 49070, 49073 and 51938; 34 CFR 99.37; 20 USC 7908; 20 USC 1232h)

With certain exceptions, the law requires that the district obtain your written consent prior to disclosure of personally identifiable information from your child's education records. However, the district may disclose appropriately designated "directory information" without written consent, unless you have advised the district that you do not wish this information to be released in accordance with district procedures. The primary purpose of directory information is to allow the district to include this type of information from your child's education records in certain school and/or district publications. Outside organizations to which directory information may be disclosed include but are not limited to companies that sell class rings, school photography, graduation attire, and/or publish school yearbooks; news media; including but not limited to newspapers, magazines, and radio and television stations; nonprofit organizations; military recruiters; employers; and institutions of higher education. Directory information is defined by district policy as information contained in a student record that would not generally be considered harmful or an invasion of privacy if disclosed. Such student information may include a student's name, address, phone number, date of birth, email address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, and the most recent previous school attended by the student.

By law, the district must give notice to parents of the district's decision to release designated directory information, and must allow a parent to inform the district in

writing that any or all of the information designated as directory information should not be released without parent consent. **THIS IS YOUR NOTICE.** If you do not want directory information about your student to be disclosed without your written consent, you must inform your child's school within thirty (30) days from the date of receiving this notification.

Directory information regarding a student identified as a homeless child or youth will not be released unless a parent, or student accorded parental rights, has provided written consent that directory information may be released.

School Accountability Report Card (E.C. section 35256)

The School Accountability Report Card is available on request and is accessible at the following website: shandonschools.org. This contains information regarding the quality of the district's programs and its progress toward achieving stated goals.

COMPLAINTS

Uniform Complaint Procedures (E.C. sections 32289 and 52075; 5 CCR 4600-4670)

The district annually notifies its students, employees, parents or guardians of its students, advisory committees, appropriate private school officials, and other interested parties of the Uniform Complaint Procedures ("UCP") process.

The district is primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group, and all programs and activities that are subject to the UCP.

A. Programs and Activities Subject to the UCP

- Accommodations for Pregnant and Parenting Pupils
- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- American Indian Education Centers and Early Childhood Education Program Assessments
- Bilingual Education
- California Peer Assistance and Review Programs for Teachers
- Career Technical and Technical Education, Career Technical, Technical Training (state)
- Career Technical Education (federal)
- Child Care and Development
- Child Nutrition
- Compensatory Education

- Consolidated Categorical Aid
- Course Periods without Educational Content
- Economic Impact Aid
- Education of Pupils in Foster Care, Pupils Who are Homeless, former Juvenile Court Pupils now enrolled in the district and Children of Military Families
- Every Student Succeeds Act
- Local Control and Accountability Plans ("LCAP")
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Plans for Student Achievement
- School Safety Plans
- School Site Councils
- Special Education
- State Preschool
- State Preschool Health and Safety Issues in LEAs Exempt From Licensing
- Tobacco-Use Prevention Education

The programs and activities subject to the UCP which the district implements are: ***[list each of the specific programs or activities from the list above currently active in your district]***

The district's UCP shall be used to investigate and resolve any complaints alleging failure to comply with federal and state laws and regulations governing any district program or activity subject to the UCP and/or alleging unlawful discrimination, harassment, intimidation or bullying.

B. Pupil Fee/LCAP Complaints

A pupil fees or LCAP complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint. A pupil enrolled in one of the district's public schools shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

C. Additional Information

The district shall post a standardized notice of the educational rights of pupils in foster care, pupils who are homeless, former juvenile court pupils now enrolled in the school district, pupils in military families, migrant students, and immigrant students enrolled in a newcomer program, as specified in E.C. sections 48853,

48853.5, 49069.5, 51225.1, and 51225.2. The notice shall include complaint process information, as applicable.

In order to identify appropriate subjects of state preschool health and safety issues pursuant to Health and Safety Code section 1596.7925, a notice shall be posted in each California state preschool program in each school in the district. The notice shall (1) state the health and safety requirements under Title 5 of the California Code of Regulations that apply to California state preschool programs pursuant to Health and Safety Code section 1596.7925, and (2) state the location at which to obtain a form to file a state preschool health and safety issues complaint pursuant to Health and Safety Code section 1596.7925.

D. Contact Information

The staff member, position, or unit responsible to receive UCP complaints in the district is:

Dr. Kristina Benson, Superintendent, 101 South First St, Box 79 Shandon, CA 93461. 805-238-0286, kbenson@shandonschools.org

E. Investigation and Decision

Complaints will be investigated and a written report with a Decision will be sent to the complainant within sixty (60) days from the receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with the district's UCP policies and procedures.

The complainant has a right to appeal the district's Decision to the California Department of Education by filing a written appeal within fifteen (15) days of receiving the district's Decision. The appeal must be accompanied by a copy of the originally filed complaint and a copy of the district's Decision.

The district advises any complainant of civil law remedies including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

Copies of the district's UCP shall be available free of charge.

Complaints Regarding Textbooks and Other Instructional Materials, Teacher Vacancies or Mis-assignment and the Condition of School Facilities (E.C. sections 17592.72, 35186 and 35292.5; 5 CCR 4680-4687)

The district has a complaint process specifically designed to help identify and resolve insufficiencies related to textbooks and other instructional materials, teacher vacancies or mis-assignment and the condition of school facilities. The complainant is entitled to an investigation and a response from the district. Additionally, such complaints may be filed anonymously.

Complaints Regarding Employees

The district also has a process which permits the public to submit complaints against district employees in an appropriate and expeditious way which protects the rights of involved parties and holds employees accountable for their actions without disrupting the educational process.

Complaints Regarding Discrimination and Discriminatory Harassment (Section 504 of the Rehabilitation Act of 1973, Title VI Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972; 34 CFR 104.8, 34 CFR 106.9 and 34 CFR 110.25)

The district is committed to equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, immigration status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

You have certain rights under the law, including Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, and national origin, Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, Section 504 of the Vocational Rehabilitation Act of 1973 and the Individuals with Disabilities Education Act (IDEA), which prohibit discrimination on the basis of disability. The California Department of Education and the Office for Civil Rights of the U. S. Department of Education have authority to enforce these laws and all programs and activities that receive federal funds. Complaints or inquiries regarding compliance with Section 504 or Title II of the Americans with Disabilities Act may be directed to the district Section 504 Coordinator **Dr. Kristina Benson 101 S 1st Street Box 79 Shandon CA, 93461, (805)238-0286** or to the Director of the Office for Civil Rights, U.S. Department of Education, Washington, DC.

Complaints of unlawful discrimination are investigated through the uniform complaint process. For a complaint form or additional information, please contact: **Dr. Kristina Benson 101 S 1st Street Box 79 Shandon CA, 93461, (805)238-0286**

Safe Place to Learn Act (E.C. sections 220, 221.5, 234.1 48900(r) and 48985)

The district is committed to providing a safe school environment that is free from harassment and discrimination, and allows all students equal access and opportunities in the district's academic and other educational support programs, services, facilities, and activities. At any school or school-sponsored or school-related activity, the district prohibits unlawful discrimination, harassment, sexual harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, immigration status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Students who engage in discrimination, harassment, intimidation, bullying, or retaliation will be disciplined.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who has experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

For copies of the district's anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying policies or to file a complaint regarding a violation of these policies using the uniform complaint procedures form, please contact the district's Coordinator for Nondiscrimination **Dr. Kristina Benson 805-238-0286**.

Each student is permitted to participate in sex-segregated school programs and activities and access facilities consistent with his/her gender identity, irrespective of the gender listed on the student's records. To ensure that transgender and gender-nonconforming students are afforded the same rights, benefits, and protections provided to all students, the district will address each situation on a case-by-case basis in accordance with law and board policy. If any student believes his/her privacy or religious beliefs and/or practices require increased privacy he/she may contact the district's Coordinator for Nondiscrimination **Dr. Kristina Benson 805-238-0286**.

MISCELLANEOUS

Local Control and Accountability Plan (E.C. sections 52060-52077)

The district is required to adopt a three-year Local Control and Accountability Plan (LCAP) and to update the LCAP on or before July 1 of each subsequent year. The LCAP

is required to identify annual goals, and specific actions geared toward implementing those goals, and must measure progress for student subgroups across multiple performance indicators based on eight priorities set by the state. The priorities must be aligned to the district's spending plan. The LCAP must be approved before the annual district budget can be adopted. Once the budget and the LCAP are adopted at the local level, the plan will be reviewed by the county superintendent to ensure alignment of projected spending toward goals and services. The following are the eight state priorities:

1. Providing all students access to fully credentialed teachers, instructional materials that align with state standards, and safe facilities;
2. Implementation of and student access to state academic content and performance standards;
3. Parent involvement and participation;
4. Improving student achievement and outcomes along multiple measures;
5. Supporting student engagement;
6. Highlighting school climate and connectedness;
7. Ensuring all students have access to classes that prepare them for college and careers; and
8. Measuring other important student outcomes related to required areas of study.

The board of education is required to establish a parent advisory committee (PAC) and English learner parent advisory committee (ELPAC) to provide advice to the board of education and the Superintendent regarding the LCAP. (ELPACs are required if enrollment in the district includes at least 15 percent English learners and the district enrolls at least 50 pupils who are English learners. Districts are not required to establish a new ELPAC if an English learner parent committee has already been established). PACs must include parents or legal guardians of low income students, English learner students, and foster youth.

Each district is required to consult with its teachers, principals, administrators, other school personnel, local bargaining units, parents, and pupils in developing the LCAP. As part of this consultation process, districts must present their proposed plans to the PAC and ELPAC. The advisory committees can review and comment on the proposed plan. Districts must respond in writing to the comments of the PAC and ELPAC. Districts are also required to notify members of the public that they may submit written comments regarding the specific actions and expenditures proposed in the LCAP.

Districts must hold at least two public hearings to discuss and adopt (or update) their LCAPs. The district must first hold at least one hearing to solicit recommendations and comments from the public regarding expenditures proposed in the plan and then adopt (or officially update) the LCAP at a subsequent hearing.

Districts are required to post the LCAP approved by the board of education, and any updates or revisions to the LCAP, on the district's website, and establish policies for filing a complaint of noncompliance under E.C. section 52075 using the uniform complaint procedures. Information regarding the requirements for the LCAP and the complaint process must be provided to pupils, parents/guardians, and employees on an annual basis.

Miscellaneous Parental Rights (E.C. section 49091.10)

The Education Empowerment Act of 1998 establishes various rights for parents in addition to other rights identified in this Annual Notice. Your rights as a parent include the following:

Inspection of Instructional Materials: All primary supplemental instructional materials and assessments, including textbooks, teacher's manuals, films, audio and video recordings, and software shall be compiled and stored by the classroom instructor and made available promptly for your inspection in a reasonable time frame or in accordance with procedures determined by the district's governing board.

Observation of School Activities: You have the right to observe instruction and other school activities that involve your child in accordance with procedures determined by the district's governing board to ensure the safety of pupils and school personnel and to prevent undue interference with instruction or harassment of school personnel. Reasonable accommodation of parents will be considered by the district's governing board. Upon written request, school officials will arrange for observation of a requested class or classes or activities in a reasonable time frame and in accordance with procedures determined by the district's governing board.

Consent for Evaluations: Your child may not be tested for a behavioral, mental, or emotional evaluation without informed written parental consent.

Affirmation or Disavowal of Beliefs: A pupil may not be compelled to affirm or disavow any particular personally or privately held world view, religious doctrine, or political opinion. The law does not relieve pupils of any obligation to complete regular classroom assignments.

Other Parental Rights

The rights of parents of district pupils include the following:

1. To observe in your child's classroom (upon reasonable notice).
2. To meet with your child's teacher and the school principal (upon reasonable notice).
3. To volunteer your time and resources at the school.
4. To be notified on a timely basis if your child is absent from school without permission.
5. To be notified concerning your child's classroom and standardized test performance.
6. To request a specific school and teacher and to receive a response from the district. (This does not obligate the district to grant the request.)
7. To have a safe learning environment for your child.
8. To examine curriculum materials of your child's class.
9. To be informed of your child's progress and appropriate school personnel to contact in the event of problems.
10. To access student records for your child.
11. To receive information concerning expectations for student learning.
12. To be informed in advance about school rules, policies, dress codes, and procedures for visiting the school.
13. To receive information about any psychological testing of your child and to deny permission for such testing.
14. To participate as a member of any school site councils or parental advisory councils at the school, in accordance with governing membership.
15. To question, and receive an answer regarding, items in your child's record that appear inaccurate, misleading, or that invade privacy.

The Professional Qualifications of Your Student's Teacher(s) (34 CFR 200.61)

Federal law requires that the district tell you about your right to request information about the professional qualifications of your student's teacher(s). The same right extends to information about any paraprofessional assigned to work with your student.

You are entitled to ask for the following information:

- Whether the teacher has met state credential or license criteria appropriate to the grade level and subject matter in the class.
- Whether the teacher serves under an emergency permit or other provisional authorization.
- Whether the teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your student is provided services by a paraprofessional, and if so, that person's qualifications.

To submit a request for information about the qualifications of your student's teacher(s) or paraprofessional(s), please contact your student's school.

Technology, Use of the Internet and/or Online Sites and Online Advertising (20 USC 6777; 20 USC 1232g and 20 USC 1232h; E.C. sections 35182.5 and 49073.1)

The district provides Internet connections for many students during the educational day, and those Internet connections are filtered using a software program or programs designed to eliminate access to visual depictions that are obscene, child pornography, or harmful to minors. While the filters are designed to prevent connections to such material, new websites and material are added to the Internet every day and the district is unable to ensure that each and every inappropriate website or all such material will be blocked.

The district provides technology to students in many educational programs, including computers or electronic devices such as tablets or iPads or similar devices, and also provides Internet access as required for an educational program. Student use of such technology is subject to an Acceptable Use Policy and Agreement which describes acceptable and unacceptable uses of both the Internet connections and the computers or devices. Acceptable uses include communications between teachers and students about class assignments and other classroom topics, and between students on cooperative or collaborative learning projects. During that communication, which may include the use of social media (such as a district-sponsored Facebook page or similar types of social media), personally identifiable information may be shared by your student with other students and the teacher. The district prohibits disclosure of such information outside the classroom assignment/environment but cannot ensure that recipients of the information will comply with the restrictions. Unauthorized disclosures may lead to disciplinary action. If you do not want your student to be subjected to the risk of unauthorized disclosure of personally identifiable information that is disclosed by your student in these classroom assignments/environment, you will have an opportunity to so declare when required to read and agree to the Acceptable

Use Policy and Agreement for your student. Refusal to sign the Acceptable Use Policy and Agreement will prevent your student's participation in such educational programs and may require transfer of your student to a technology-free classroom or environment.

The district may also permit personal devices to be used at school, which is also regulated by the Acceptable Use Policy and Agreement. Students' use of their personal devices may involve unintentional disclosure of personally identifiable information about your student via non-district software programs (apps) your student has on the personal device, or which other students may have on their personal devices, some of which are known to collect and use personal information for purposes having nothing to do with the district's educational program. Your permission for your student to bring and use a personal device on campus will be the subject of a written agreement and may be part of the Acceptable Use Policy and Agreement. Refusal to sign the Acceptable Use Policy and Agreement or other agreement will prevent your student's use of a personal device in such educational programs. If you do not consent to such disclosures via data collecting software present on the personal devices of other students, your student will not participate in such educational program and may be transferred to a technology-free classroom or environment.

The district does not intend to subject students to any advertising and will take steps to prevent advertising that targets students based on the advertiser's use of personally identifiable information. However, due to financial constraints under which the district is otherwise unable to provide the product or service which the advertising accompanies or to which it is attached, the district may be required to permit some advertising that is not targeted at individual students. Any such product or service will have been found by the district to be an integral component of pupil education. Parents/guardians of students in these programs may request that their student not be exposed to this advertising and the district will comply. This means your student will not participate in the educational program but will be required to obtain the educational benefit via a different method if the district is unable to block or otherwise avoid the advertising being presented to your student.

The district uses or contemplates using the following third-party vendors of data storage/ management products and services and educational software products and services from third-party vendors, including cloud-based services.

The district's contract with third-party vendors of products and services will include legally required contractual provisions, including requirements to maintain the confidentiality of pupil information and also including parental right to review pupil records and correct erroneous information.



Distance Learning

Distance learning can be a viable alternative instructional strategy that supports student achievement of academic goals. Distance learning opportunities may be offered to students participating in independent study, credit recovery courses, enrichment courses, or other courses identified by the Superintendent or designee, or in the event that a school site is physically closed due to widespread illness, natural disaster, or other emergency condition making a school site unsafe or otherwise interrupting the district's ability to effectively conduct operations at a school site.

The district may offer distance learning through a variety of delivery methods as appropriate for the grade level and subject matter. Distance learning opportunities may include video, audio, and/or written instruction in which the primary mode of communication between the student and teacher is online interaction, instructional television, live or prerecorded video, telecourses, and other instruction that relies on computer or communications technology. They may also include the use of print materials with written or oral feedback. As appropriate, courses may be self-directed to allow students to complete assignments at their own pace and/or may involve real-time interaction among the teacher and students.

To ensure that distance learning opportunities are available to all students, the district may contract with third parties for technological devices and the internet connections and, consistent with the district's budget and technology plan, may loan devices to students to use at home and/or assist families in identifying free service providers. Students are expected to use district technology responsibly in accordance with the district's Acceptable Use Agreement. In a distance learning environment, there may not be an option for you to elect a technology-free classroom or environment and personally identifiable information may be shared by your student with other students and the teacher, and any online vendors or service providers under contract with the district.

The district reserves the right to monitor student use of district technology within the jurisdiction of the district without advance notice or consent. Students' use of district technology including, but not limited to, computer files, email, text messages, instant messaging, and other electronic communications, is not private and may be accessed by the district for the purpose of ensuring proper use. Students have no reasonable expectation of privacy in use of the district technology. Students' personally owned devices used with any district technology shall not be searched except in cases where there is a reasonable suspicion, based on specific and objective facts, that the search will uncover evidence of a violation of law, district policy, or school rules.

Kern Integrated Data System

The district is participating, or will participate in the future, in the Kern Integrated Data System which is a database of student and other information from educational agencies of all types in Kern County, the purpose of which is to increase the rate of student achievement for Kern County students by providing structure and a framework for sharing personally identifiable student information, consistent with the terms, conditions, limitations, and exclusions on sharing information by primary, secondary, and postsecondary institutions set forth in law, for the purpose of studying, analyzing, tracking, and improving student progress in a manner compliant with both state and federal law on student data privacy.

[If the district's practice is to have the acceptable use policy/agreement be attached to the Annual Notice, indicate that here. If the district's practice is to describe the acceptable use policy/agreement, add the description here.]

Code of Conduct for Employee-Pupil Interactions (E.C. section 44050 and BP sections 4219.21, 4119.21 and 4319.21)

The district has a code of conduct for employees that includes employee interaction with pupils. Inappropriate employee conduct toward students includes, but is not limited to:

1. Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon.
2. Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed.
3. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child.
4. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student.
5. Possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time.
6. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members.

7. Willfully disrupting district or school operations by loud or unreasonable noise or other action.
8. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace, on district property, or at a school-sponsored activity.
9. Being dishonest with students, parents/guardians, staff, or members of the public including, but not limited to, falsifying information in employment records or other school records.
10. Divulging confidential information about students, district employees, or district operations to persons or entities not authorized to receive the information.
11. Causing damage to or engaging in theft of property belonging to students, staff, or the district.
12. Wearing inappropriate attire.
13. An employee who observes or has evidence of another employee's inappropriate conduct shall immediately report such conduct to the principal or Superintendent or designee. An employee who has knowledge of, but fails to report, inappropriate employee conduct may also be subject to discipline.
14. The district prohibits retaliation against anyone who files a complaint against an employee or reports an employee's inappropriate conduct. Any employee who retaliates against any such complainant, reporter, or other participant in the district's complaint process shall be subject to discipline.

(Section 44050 of the Education Code became effective January 1, 2018. It requires that parents be notified of the district's employee code of conduct regarding interactions with pupils.)

Know Your Rights

Your Child Has the Right to a Free Public Education

- All children in the United States have a Constitutional right to equal access to free public education, regardless of immigration status and regardless of the immigration status of the students' parents or guardians.
 - In California:
 - All children have the right to a free public education.

- All children ages 6 to 18 years must be enrolled in school.
- All students and staff have the right to attend safe, secure, and peaceful schools.
- All students have a right to be in a public school learning environment free from discrimination, harassment, bullying, violence, and intimidation.
- All students have equal opportunity to participate in any program or activity offered by the school, and cannot be discriminated against based on their race, nationality gender, religion, or immigration status, among other characteristics.

Information Required for School Enrollment

- When enrolling a child, schools must accept a variety of documents from the student's parent or guardian to demonstrate proof of child's age or residency.
- You never have to provide information about citizenship/immigration status to have your child enrolled in school. Also, you never have to provide a Social Security number to have your child enrolled in school.

Confidentiality of Personal Information

- Federal and state laws protect student education records and personal information.

These federal and state laws generally require that schools get written consent from parents or guardians before releasing student information, unless the release of information is for educational purposes, is already public, or is in response to a court order or subpoena.

- Some schools collect and provide publicly basic student "directory information." If they do, then each year, your child's school district must provide parents/guardians with written notice of the school's directory information policy, and let you know of your option to refuse release of your child's information in the directory.

Family Safety Plan if You Are Detained or Deported

- You have the option to provide your child's school with emergency contact information, including the information of secondary contacts, to identify a trusted adult guardian who can care for your child in the event you are detained or deported.
- You have the option to complete a Caregiver's Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person, which may

enable a trusted adult to make educational and medical decisions for your child.

Right to File a Complaint

Your child has the right to report a hate crime or file a complaint to the school district if he or she is discriminated against, harassed, intimidated, or bullied on the basis of his or her actual or perceived nationality, ethnicity, or immigration status.

(Effective January 1, 2018, AB 699, now Education Code section 234.7(d), requires school districts to provide information to parents and guardians, regarding their children's right to a free public education, regardless of immigration status or religious beliefs. A "know your rights" immigration enforcement document prepared by the California Attorney General must be used and may be provided in the annual notification.)



Programs to Encourage Parental Involvement/Annual Objectives (E.C. section 11503, 20 USC 6312 and 20 USC 6318)

To ensure that parents/guardians and family members of students are provided with opportunities to be involved in their children's education, each year the district endeavors to involve parents/guardians and family members by:

- Establishing district-level parent advisory committees;
- Inviting input from district committees and school site councils;
- Providing information about opportunities for parents/guardians and family engagement through the district newsletter, website, or other written or electronic means
- Providing copies of working drafts to parents/guardians;
- Providing a master calendar of district activities and district meetings;
- Ensuring that there is an opportunity at a public board meeting for public comment; and
- Assisting parents/guardians in understanding the state academic content standards and academic achievement standards, state and local academic assessments, and how to monitor a child's progress.

A more complete discussion may be found in board policy BP and AR 6020 and in the district's LCAP Annual Update posted on the district's website.

Procedures for Preventing Acts of Bullying, including Cyberbullying (E.C. section 234.1)

Any complaint of bullying must be investigated and, if determined to be discriminatory bullying, resolved in accordance with law and the district's uniform complaint

procedures specified in board policy AR 1312.3. Discriminatory bullying includes bullying on the basis of race, color, national origin, sex, sexual orientation, gender identity or expression, age, disability, and/or another legally protected category. When “discriminatory bullying” is committed and the bullying is sufficiently serious to create a hostile educational environment for the alleged victim to otherwise deny or limit the student's educational benefits and services, including denial of a free appropriate public education, the a victim must be afforded the protections specified under relevant state and/or federal law.

If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

The district must develop strategies for addressing bullying in its schools and do so with the involvement of students, parents/guardians, and staff. District may also collaborate with social services, mental health services, law enforcement, courts, and other agencies and community organizations in the development and implementation of effective strategies to promote safety in schools and the community.

For more information regarding the district's general anti-bullying policy please review board policy BP and AR 5131.2 and 5145.3.

[APPLICABLE TO ELEMENTARY, MIDDLE, AND JUNIOR HIGH SCHOOLS ONLY]

Child Health and Disability Prevention Program (Health and Safety Code sections 124025–124110; E.C. section 49452.8)

Good health, including good oral health, is important to your child's learning and successful academic career. State law requires that students have a comprehensive health screening within 18 months prior to each child entering into the first grade or within 90 days thereafter. The parent must present evidence of the comprehensive health screening on the “Report of Health Examination for School Entry” certification form provided by the Department of Health Care Services, signed by the student’s health examiner certifying that the student has completed a comprehensive health screening within 18 months prior to entry into first grade or within 90 days thereafter. Likewise, state law requires that by May 31 of your child’s first school year in a public school, proof of an oral health assessment by a licensed dentist must be presented. You may file with the district a written objection or waiver stating the reasons if you are unable to obtain such services. Your child may be sent home if you fail to provide the certificate or waiver, or if your child is suspected to be suffering from a contagious disease. You may find it convenient to have your child immunized at the same time that the comprehensive health screening is conducted. These services may be available to you at no cost through the Child Health and Disability Prevention Program

("CHDP"). For information, you may contact **Dr. Kristina Benson 101 S 1st Street Box 79 Shandon CA, 93461, (805)238-0286**

Vision Appraisal (E.C. section 49455)

The district is required to appraise each student's vision upon initial enrollment and in grades 2, 5, and 8, except that a student first enrolling in grade 4 or grade 7 will not be reappraised the following year. The appraisal will include tests for visual acuity and color vision; however, color vision will be appraised once and only on male students. The evaluation may be waived upon presentation of a certificate from a physician and surgeon, physician's assistant, or optometrist setting out the results of a determination of the student's vision, including visual acuity and color vision. The appraisal does not apply to a pupil whose parent/guardian files with the principal a written statement that they adhere to the faith or teachings of any well-recognized religious sect, denomination, or organization and in accordance with its creed, tenets, or principles depend on prayer for healing in the practice of their religion.

Type 2 Diabetes (E.C. section 49452.7)

<http://www.cde.ca.gov/ls/he/hn/type2diabetes.asp>

Type 2 diabetes is the most common form of diabetes in adults.

- Until a few years ago, type 2 diabetes was rare in children, but it is becoming more common, especially for overweight teens.
- According to the U.S. Centers for Disease Control and Prevention (CDC), one in three American children born after 2000 will develop type2 diabetes in his or her lifetime.

Type 2 diabetes affects the way the body is able to use sugar (glucose) for energy.

- The body turns the carbohydrates in the food into glucose, the basic fuel for the body's cell.
- The pancreas makes insulin, a hormone that moves glucose from the blood to the cells.
- In type 2 diabetes, the body's cells resist the effects of insulin, and blood glucose levels rise.
- Over time, glucose reaches dangerously high levels in the blood, which is called hyperglycemia.
- Hyperglycemia can lead to health problems like heart disease, blindness and kidney failure.

Risk Factors Associated with Type 2 Diabetes

It is recommended that students displaying or possibly experiencing the risk factors and warning signs associated with type 2 diabetes be screened (tested) for the disease.

Risk Factors

Researchers do not completely understand why some people develop type 2 diabetes and others do not; however, the following risk factors are associated with an increased risk of type

2 diabetes in children:

- **Being overweight.** The single greatest risk factor for type 2 diabetes in children is excess weight. In the U.S., almost one out of every five children is overweight. The chances are more than double that an overweight child will develop diabetes.
- **Family history of diabetes.** Many affected children and youth have at least one parent with diabetes or have a significant family history of the disease.
- **Inactivity.** Being inactive further reduces the body's ability to respond to insulin.
- **Specific racial/ethnic groups.** Native Americans, African Americans, Hispanics/Latinos, or Asian/Pacific Islanders are more prone than other ethnic groups to develop type 2 diabetes.
- **Puberty.** Young people in puberty are more likely to develop type 2 diabetes than younger children, probably because of normal rises in hormone levels that can cause insulin resistance during this stage of rapid growth and physical development.

Warning Signs and Symptoms Associated with Type 2 Diabetes

Warning signs and symptoms of type 2 diabetes in children develop slowly, and initially there may be no symptoms. However, not everyone with insulin resistance or type 2 diabetes develops these warning signs, and not everyone who has these symptoms necessarily has type 2 diabetes.

- Increased hunger, even after eating
- Unexplained weight loss
- Increased thirst, dry mouth, and frequent urination
- Feeling very tired
- Blurred vision
- Slow healing of sores or cuts
- Dark velvety or ridged patches of skin, especially on the back of the neck or under the arms
- Irregular periods, no periods, and/or excess facial and body hair growth in girls
- High blood pressure or abnormal blood fats levels

Type 2 Diabetes Prevention Methods and Treatments

Healthy lifestyle choices can help prevent and treat type 2 diabetes. Even with a family history of diabetes, eating healthy foods in the correct amounts and exercising regularly can help children achieve or maintain a normal weight and normal blood glucose levels.

- **Eat healthy foods.** Make wise food choices. Eat foods low in fat and calories.
- **Get more physical activity.** Increase physical activity to at least 60 minutes every day.
- **Take medication.** If diet and exercise are not enough to control the disease, it may be necessary to treat type 2 diabetes with medication.

The first step in treating type 2 diabetes is to visit a doctor. A doctor can determine if a child is overweight based on the child's age, weight, and height. A doctor can also request tests of a child's blood glucose to see if the child has diabetes or pre-diabetes (a condition which may

lead to type 2 diabetes).

Types of Diabetes Screening Tests That Are Available

- **Glycated hemoglobin (A1C) test.** A blood test measures the average blood sugar level over two to three months. An A1C level of 6.5 percent or higher on two separate tests indicates diabetes.
- **Random (non-fasting) blood sugar test.** A blood sample is taken at a random time. A random blood sugar level of 200 milligrams per deciliter (mg/dL) or higher suggests diabetes. This test must be confirmed with a fasting blood glucose test.
- **Fasting blood sugar test.** A blood sample is taken after an overnight fast. A fasting blood sugar level less than 100 mg/dL is normal. A level of 100 to 125 mg/dL is considered pre-diabetes. A level of 126 mg/dL or higher on two separate tests indicates diabetes.
- **Oral glucose tolerance test.** A test measuring the fasting blood sugar level after an overnight fast with periodic testing for the next several hours after drinking a sugary liquid. A reading of more than 200 mg/dL after two hours indicates diabetes.

Type 2 diabetes in children is a preventable/treatable disease and the guidance provided in this information sheet is intended to raise awareness about this disease. Contact your student's school nurse, school administrator, or health care provider if you have questions.

[APPLICABLE TO HIGH SCHOOLS ONLY]

Open Campus (E.C. section 44808.5)

All Shandon schools are closed campuses. Students may not check themselves out of school during lunch. Only a parent or guardian may check their student out from school for lunch. In the rare event of an emergency, the office is always willing to accommodate parents or guardians if at all possible. Others listed on the emergency card may check the student out during the school day only for doctor appointments, dentist appointments or emergencies.

Release of Information to Military Services Representatives (20 USC 7908)

Federal law requires school districts receiving assistance under the No Child Left Behind Act to provide military recruiters the same access to secondary school pupils as is provided to post-secondary educational institutions or to prospective employers. Parents may request that the district not release their pupil's name, address and phone number without prior written consent. Written notice must be submitted to the school if the parent wishes to deny access to this information.

California High School Proficiency Exam (5 CCR 11523; E.C. section 48412)

The California High School Proficiency Exam ("CHSPE") is a voluntary test that assesses proficiency in basic reading, writing, and mathematics skills taught in public schools. Eligible pupils who pass the CHSPE are awarded a Certificate of Proficiency by the State

Board of Education. A pupil who receives a Certificate of Proficiency may, with verified approval from the parent, leave high school early. The Certificate of Proficiency, however, is not equivalent to completing all course work required for regular graduation from high school. For more information, including administration dates and registration deadlines, visit the following website: <http://www.chspe.net/>.

Automatic Cal Grant Program Applicant Status - Opt Out (E.C. section 69432.9)

The district must give notice by October 15 of a pupil's grade 12 academic year to each grade 12 pupil (and for a pupil under 18 years of age, his or her parent or guardian) that the pupil will be deemed a Cal Grant applicant unless the pupil opts out within a period of time. **THIS IS YOUR NOTICE.** You may opt out of such automatic designation by submitting a written opt-out request by **[date]** of your grade 12 academic year. Grade point averages will be sent to the Student Aid Commission beginning **[date]** of each year. Until a pupil turns 18 years of age, only a parent/guardian may opt out; once a pupil turns 18 years of age, only the pupil may opt out and, if prior to the conclusion of the notice period, the pupil may opt in over a parent/guardian's prior decision to opt out.

College Admission Requirements and Career Technical Education (E.C. sections 51229 and 51225.3)

The University of California (UC) and the California State University (CSU) provide a guide for admission to four-year colleges. Only college preparatory courses are accepted for the following "A-G" Subject Requirements for which semester grades must be at least C- in grades 9-12.

a. History/Social Science (20 credits):

UC: World History 10 credits and U.S. History 10 credits (or U.S. History 5 credits and U.S. Government or civics 5 credits).

CSU: Any college preparatory Social Science course 10 credits and U.S. History 10 credits (or U.S. History 5 credits and U.S. Government or civics 5 credits).

b. English (40 credits): Four different courses of college preparatory English.

c. Mathematics (30 credits): Three courses covering Algebra I, Geometry, and Algebra II. A fourth, higher-level course is recommended.

d. Laboratory Science (20 credits): Two yearlong college preparatory laboratory sciences.

UC: Any 2 subjects of biology, chemistry, or physics; all 3 subjects are recommended.

CSU: Ten credits must be a biological science and 10 credits must be a physical science.

e. Language other than English (20 credits): Two yearlong college preparatory courses in one foreign language. **UC** recommends 3 courses.

f. Visual and Performing Arts (10 credits): One yearlong course in music, dance, visual arts, or drama/theater.

- g. **Elective (100 credits):** Two semesters of “advanced-level” courses not used to fulfill other “a-g” requirements.

College Admission GPA: College preparatory courses completed in grades 10-12 are considered in the “a-g” Subject Requirements GPA. The UC minimum GPA is 3.0 while the CSU minimum GPA is 2.0.

UC Subject Requirement: Completing 11 “a-g” college preparatory courses by the end of grade 11 and 15 by the end of grade 12 fulfills the UC subject requirement.

UC Admission Tests - SAT or ACT test score taken by the senior year is combined with the College Admission GPA to determine qualifying Admission Index required for incoming college freshmen. SAT Subject Tests may be recommended for certain programs.

CSU Admission Tests: SAT or ACT test must be taken by December (November for Cal Poly SLO) of the senior year. The writing portions of these tests are not required. Admission Test is combined with Admission GPA to determine qualifying Eligibility Index. Admission Test is not required if Admission GPA is 3.0 or above, except for impacted campuses and programs.

Future College or University (E.C. section 48980(d))

Because of rising costs, it is important for you to invest early for the future college or university education of your child. You may wish to consider appropriate investment options including but not limited to U. S. Savings Bonds.

High School Graduation Requirements – Exemptions, Options and Accommodations Available to (i) Homeless Youth; (ii) Foster Youth; (iii) Former Juvenile Court School Students; and (iv) Children of Military Families (E.C. sections 51225.1, 51225.2 and 51225.3)

Generally, to obtain a high school diploma, a student must complete all the courses required by the Education Code and fulfill any additional graduation requirements prescribed by the district’s governing board. However, there are exceptions.

Homeless youth, foster youth, former juvenile court school students, and children of military families, who have transferred into the district from another school district or transferred between high schools within the district after having completed his/her second year of high school, must be exempted from all district-adopted coursework and other district-established graduation requirements, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of his/her fourth year of high school.

Such students and their parents have the right to be timely informed (within 30 days) of the exemption and whether or not they qualify for the exemption.

Such students and their parents must be given and informed of the option of remaining in school for a fifth year, if needed, to complete district graduation requirements.

Such students and their parents must be informed how a fifth year may affect the student's ability to gain admission to a post-secondary educational institution.

Such students and their parents must be informed that a complaint may be filed against the school for non-compliance, pursuant to the district's uniform procedures.

High School Graduation Requirements – Exemptions, Options and Accommodations Available to (i) Migratory Children and (ii) Children Participating in an English Language Proficiency Program for Newly Arrived Immigrant Children (E.C. sections 51225.1 and 51225.3)

Migratory children and children participating in an English language proficiency program for newly arrived immigrant students, who have transferred into the district from another school district or transferred between high schools within the district after having completed his/her second year of high school, must be exempted from all district-adopted coursework and other district-established graduation requirements, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of his/her fourth year of high school.

Such students and their parents have the right to be timely informed (within 30 days) of the exemption and whether or not they qualify for the exemption.

Such students and their parents must be given and informed of the option of remaining in school for a fifth year, if needed, to complete district graduation requirements.

Such students and their parents must be informed how a fifth year may affect the student's ability to gain admission to a post-secondary educational institution.

Such students and their parents must be informed that a complaint may be filed against the school for non-compliance, pursuant to the district's uniform procedures.

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees

MEETING DATE: August 4, 2020

10.6

AGENDA ITEM TITLE:

Approval of SJUSD Emergency Response Plan 2020-2021 School Year

PREPARED BY:

K. Benson

AGENDA SECTION:

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

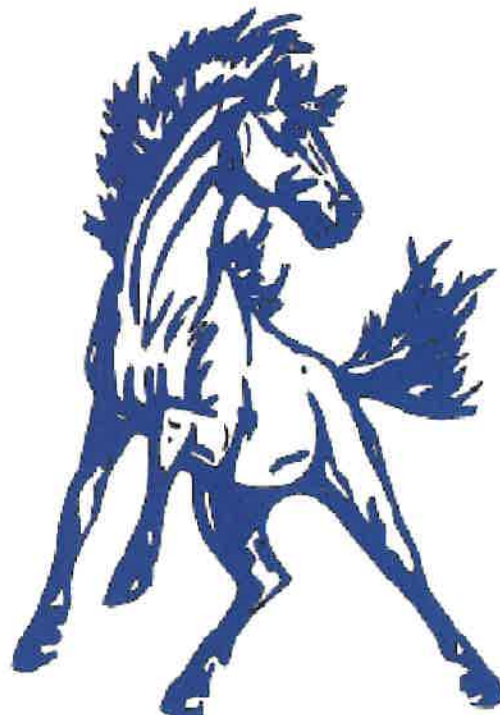
SUMMARY:

Provided for your revision is the updated emergency response plan. This plan is for SJUSD staff.

RECOMMENDED ACTION:

Approval

Emergency Response Plan



Shandon Joint Unified School District

101 South 1st Street, Box 79

Shandon, CA 93461

Phone (805) 238-0286 Fax (805) 238-0777

www.shandonschools.org

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Objectives Of This Plan

The objectives of this planning guide follow:

1. To provide emergency response procedures that will keep students and staff as safe as possible.
2. To provide a standardized emergency action plan that will assist school personnel to meet their responsibilities to their students, fellow citizens, communities, and the state and federal government in times of emergency.
3. To provide an action plan for meeting the need to address major natural and man-made disasters.
4. To provide a means of standardizing the necessary training in emergency procedures for school personnel through the development of a guide for ongoing in-service training.
5. To provide an emergency action guide that would include revised plans that were developed as new information comes forth in the area of man-made disasters.

Employee Responsibility

It is the legal and moral responsibility of every employee of the Shandon Joint Unified School District, as employees of the State of California, to read this plan and become thoroughly familiar with all procedures set forth. The following excerpts from the Government and Education Code affect all staff members of Shandon Joint Unified School District.

“All public employees are hereby declared to be disaster workers subject to such disaster service activities as may be assigned to them by their superiors or by law. (Government Code, Chapter 8, Division 4 of Title I, Section 3100.)”

“No school district employee shall be held personally liable for civil damages on account of personal injury to or death of any person resulting from civil defense and fire drills. (Education Code, Section 32200.)”

Emergency Action Plan

In the threat of disaster, as in the disaster itself, mass panic will become one of the greatest dangers to students. Staff members are reminded that in a time of stress, students will look for leadership from those who are normally in an authoritative position. It is therefore the responsibility of adults to remain calm, size up the situation, and take action based on known facts. Knowing where a classroom first aid kit is located, and the ability to easily access it, is also important. This detail may prove to be critically important as the emergency situation continues to evolve. With both of these evacuation details, the employee's ability to remain calm and focused is important.

At least once each semester, staff and students practice emergency procedure drills to reinforce appropriate actions and responses. Unfortunately, no one can accurately predict the future and these practices are therefore very general in their approach. Because of this, each staff member must: (a) take the responsibility to read this plan, (b) digest the basic text in order to know how to understand it, and (c) survey his/her work station to determine how this plan may dictate modification within this environment to be most effective.

A well-prepared and tested plan for prompt and positive action minimizes injuries and loss of life in a major disaster. The following are plans for specific situations that may pose the greatest threats to students and staff of Shandon Joint Unified School District.

Fire

1. Pull the closest Fire Alarm
2. Call 911 and notify the office
3. Evacuate with Emergency Supplies and Roll Sheet
4. Take Roll
5. Submit names of Missing Students to Student Supervision Team
6. Release remaining students of the Student Supervision Team
7. Report to team assignment
8. Aid emergency personnel
9. Keeping access roads open for emergency vehicles
10. Remain in assigned area until “all clear” signal is given

Earthquake

1. Drop, Cover and Hold in Place
2. Evacuate with emergency supplies when tremors subside and pathway is safe
3. Take roll
4. Submit names of Missing Students to Student Supervision Team
5. Release remaining students of the Student Supervision Team
6. Report to team assignment
7. Aid emergency personnel
8. Keeping access roads open for emergency vehicles
9. Remain in assigned area until “all clear” signal is given

Lockdown

1. Lock your doors immediately if you see an intruder or if you hear the fire alarm and do not smell smoke or see fire.
2. Students locked outside- go to safe area (SES-bathroom and lock door)
(SHS- Fire Station or Off Campus)
3. Staff locked outside- proceed to the closest room or safe off campus area.
4. Classify the stranger as a:
 - Level 1 intruder -an unrecognized person who is behaving normally – call office
 - Level 2 intruder -a person who appears strange or is behaving strangely – call 911 or office
 - office staff will announce **“Lock Down, Lock Down this is not a drill”**
 - Level 3 intruder -an obviously dangerous, agitated, or armed person – call 911 or office
 - office staff will announce **“Lock Down, Lock Down this is not a drill”**
5. Shut lights off, close blinds, and pull drapes.
6. Avoid visibility from outside while maintaining silence.
7. Communicate when safe through text, email, or chat.
8. Maintain lock down until “all-clear” signal or until evacuated by law enforcement

Chemical Material Accident

1. Call 911 and notify the office
2. **LEAVE BUILDING** if the hazardous material is inside.
REMAIN INSIDE if the spill is outside.
3. Move upwind, never downwind to avoid fumes.
4. Maintain control of the students at the safe distance until given further instructions from emergency responders or administration.

Bomb Threat

1. Call 911 and notify the office from your classroom place
2. Evacuate the building to staging area
3. Avoid objects that may be a bomb
4. Take roll
5. Submit Names of Missing Students to Student Supervision Team
6. Follow direction from the Command Center
7. Person receiving a Bomb threat on the telephone should note as much information as possible about the caller, the location, time, etc.

Explosion or Threat of Explosion

EXPLOSION

1. Call 911 and office
2. Take cover
3. When safe evacuate the building to staging area
4. Take roll
5. Submit Names of Missing Students To Student Supervision Team
6. Follow direction from the Command Center

THREAT OF EXPLOSION

1. Call 911 and office
2. Evacuate the building
3. Take roll
4. Submit Names of Missing Students To Student Supervision Team
5. Follow direction from the Command Center

Civil Disturbance

1. Call office and/or 911
2. Follow direction from administration
3. Supervise and maintain student safety

Flooding or Severe Weather

1. Call 911 if serious damage has or could occur
2. Report any flooding or severe weather concern to the office
3. Evacuate students from areas or structures in danger
4. Follow direction from administration

Power Blackout

1. Maintain clam in classroom
2. Listen for instructions from administration on the intercom or phone
(intercom and phone should work on batteries for at least 2 hours)
3. Administration will implement the school plan for meeting the power failure emergency

While circumstances may vary between the two ends of the district (Shandon and Parkfield), basically, if there is no power to start school at either end of the district, we will revert to our Late Start procedures. Everything will be “backed up” roughly two hours. An initial call will be sent shortly after 6:00 A.M. announcing a Late Start school day. If there is no subsequent call in the next two hours, plan on the Late Start schedule—school will begin at 10:00 A.M. If school is being completely canceled, you will receive a second phone call before 8:00 A.M. announcing this. District employees and students will be subject to “make up” this day, if school is canceled and never started. Please be reminded that decisions will be based on the school’s location, not necessarily conditions at your home.

If we lose power once everyone is at school, site administrators will call PG & E to determine the length of the outage. If the power is going to be out for greater than four hours, two scenarios exist...if we lose power before or during the serving of lunch, students will be sent home at a time when busses can arrive and we can insure our younger student’s parents have adequate notification for their student’s home supervision (1-2 hours); if we lose power after lunch is served, students will remain at school for the remainder of the regular day and busses will run their normal routes. We will have to work around foreseeable problems of not having computers, smartboards, and, in “interior” classrooms on our sites, no visibility, but our top priority, as always, is our student’s safety. Adjustments can be made.

And finally, what if students are in school and the power goes out at one end of the district but not the other? Since all school bus routes are tied together, if, for example, power is lost at Shandon High School but not Shandon Elementary, whatever decision is made at SHS would apply to SES. We do not have resources to run two separate bus routes. In this same scenario, if there is power in Shandon but not Parkfield, students would remain in our Shandon schools, keeping to their normal schedules. A separate decision can be made regarding Parkfield students and staff.

SMOG OR SMOKE CONDITIONS

The County Air Pollution Control Board will issue a notification when it is predicted that meteorological conditions within the county are such as to result in pollutant concentrations which need action on the part of the schools. The County Superintendent will pass this notification along to school districts by radio alert or phone each day that the condition exists. While the following stages may not actually exist at Shandon Joint Union School District, staff should be aware of alerts and actions when off site with students in an affected area.

WARNING

Smog warning will be announced on school intercom, phone system, email, note, or other communication to staff. There are several degrees of pollution condition. The Principal and staff, upon receipt of the notification, will be responsible for implementing the following action in each condition.

- A. **Smog Advisory Alert (Stage 1):** This condition is announced at or on expected Pollution Standards Index level of 200 to 300.
Action: Stop strenuous outdoor physical activity. Students with respiratory difficulties aggravated by smog must be allowed to remain indoors.
- B. **Smog Advisory Alert (Stage 2):** This condition is announced at the expected Pollution Standards Index Level of 300 to 400.
Action: Eliminate outside activities. Students should remain indoors as much as possible and as inactive as possible. Schools may be directed to close.
- C. **Smog Emergency (State 3):** This condition is announced at expected Pollution Standards Index Level of 400 and above.
Action: Local state of emergency will be declared. School will be closed.

Shandon Elementary

EMERGENCY ORGANIZATIONAL CHART

Incident Commander

Shannon Kepins
Otilia Rendon

Medical First Aid Team

Leader: Lori Esser
Martha Soto
Michelle Lieber

Damage Assessment Search & Rescue Team

Leader: Jill Smith
Jenni Valdez
Sunshine Wright
Kelli Smith
Jessie Wesch
Rudy Valencia

Student Release Team

Leader: Judith Ibarra
Stephanie Diaz

Student Supervision Team

Leader: Shelbi Stanley
Brianna Larinto
Michele Fielder
Danielle Lambert
Danya Pratt

Note: Volunteers, substitutes, or other employees on site are to report to the Incident Commander.

Shandon Elementary

Medical/First Aid Team

1. After turning over students to *Student Supervision Team* with a 3x5 card listing their missing students, the ***Medical First Aid Team*** will assemble in a safe, secure location to be determined by the weather, scene damage, etc. The basketball court will be used if appropriate.
2. The team will: **Observe the scene.**
Observe the circumstances.
Determine action to be taken.
3. Each member of the *Medical First Aid Team* should have their own kit containing whistle, airways, shock blankets, and miscellaneous other bandages, dressing, splints and Medic First Aid Books.
4. Team members using the triage method of prioritizing will give first aid. One team member will be stationed at staging area (outside) with two-way. Other members will administer first aid under direction of *Search and Rescue Team* as requested.
5. If *Search and Rescue Team* member needs assistance from *Medical First Aid Team* member the *Search and Rescue Team* member will give three blasts with a whistle. A *Medical First Aid Team* member will respond.

Shandon Elementary

Search and Rescue / Damage Assessment Team

1. After turning over their students to the *Student Supervision Team* with a 3 x 5 card listing their missing students, the *Search and Rescue Team* members will assemble at staging area.
2. Two team members will retrieve disaster kit and other needed items from the playground equipment shed.
3. One team member will secure “missing student” cards from *Student Supervision Team*.
4. One team member will shut off main valves for gas. Power and water may also be shut off as needed.
5. Team members will Search/Rescue and damage assess the following areas.

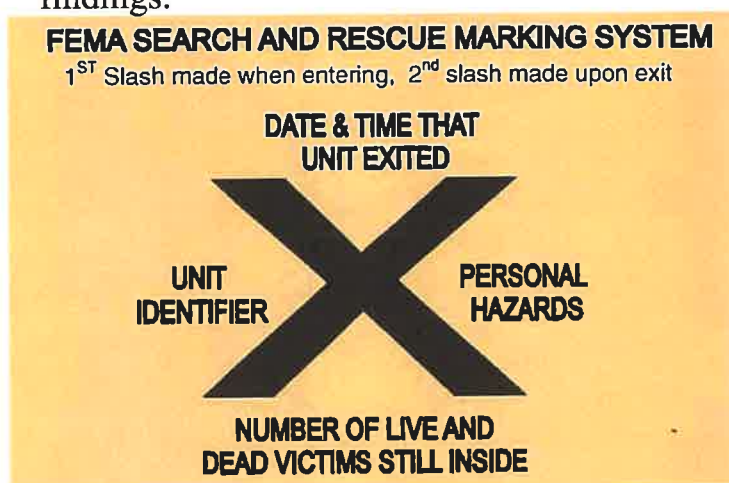
SEARCH & RESCUE DAMAGE ASSESSMENT AREA

Sunshine Wright and Jenni Valdez- Main Building, office, room 6, 7, 8, 9, and 10, including restrooms.

Rudy Valencia and Jessie Wesch- Cafeteria, kitchen, rooms 1, 2, 3, 4, 5 (middle wing)

Jill Smith, Kelly Smith- Rooms 11, 12A, 12B, 13, 14

6. **DO NOT** enter buildings if there is apparent imminent danger of collapse. Try to ascertain presence of persons in building by voice communications through doors or windows.
7. If there is no imminent danger, the team may enter the buildings and use visual observation and verbal communication to determine presence of injured students and others.
8. *Search and Rescue Team* members may summon *Medical First Aid Team* members for assistance with injuries as needed by blowing their whistle 3 times.
9. Members of *Search and Rescue Teams* will use stretchers and backboards as appropriate to remove injured persons to first aid area. These items are located in the ball room.
10. Mark each door using the FEMA code below.
11. When all buildings have been checked report back to the incident commander with findings.



Shandon Elementary

Student Release Team

1. Team members working in the school office will evacuate the building with Student Emergency Cards, class rosters, a school map, clipboards, radios and pencils.
2. Team members with students will turn their students over to the *Student Supervision Team* with a 3 x 5 card listing their missing students.
3. A team member should be prepared to give a school map to emergency responders upon request.
4. Team members will assist the Student Supervision Team determine if all teachers have turned in the missing student cards.
5. With permission of the incident commander, team members will seek secure phones and either activate the auto dial system or begin calling home to notifying parents using verbiage agreed upon by the Incident Commander. Parents of youngest students and special needs students should be called first.
6. With the permission of the incident commander, team members will begin to release students only to persons listed on their emergency cards. That person must sign and print their name along with the time. Team members may ask for identification of persons whom they are not familiar with.
7. Team members should note any evidence of student injuries before the student is released.
8. Team members will give names of students who are cleared to be released to a staff or student volunteer who will retrieve those students from the *Student Supervision Team* and bring the student to the *Student Release Team* area to be released.
9. Students should not be released unsupervised without written or verbal consent from a person listed on the emergency card.

Shandon Elementary

Student Supervision Team

1. After taking roll and listing any missing students on a 3x5 card, team members will assemble with their class in the Student Supervision Area.
2. With the assistance of the *Students Release Team*, the Student Supervision Team will determine if all teachers have turned in their 3 x5 “missing student” cards. Cards will then be turned over to the *Search and Rescue Team*.
2. The *Student Supervision Team* is responsible for maintaining control of students. The team is not responsible for taking roll, determining missing students, or releasing students.
3. The team is responsible for keeping students calm and making them feel secure.
4. The team will provide information to students as appropriate and explain the process to them at an age appropriate level.
5. The *Student Supervision Team* will not release any students until the *Student Release Team* has requested a student to be released.
4. The team will secure emergency blankets from the playground storage shed if needed.
5. Team members may use a bullhorn to direct students if necessary.

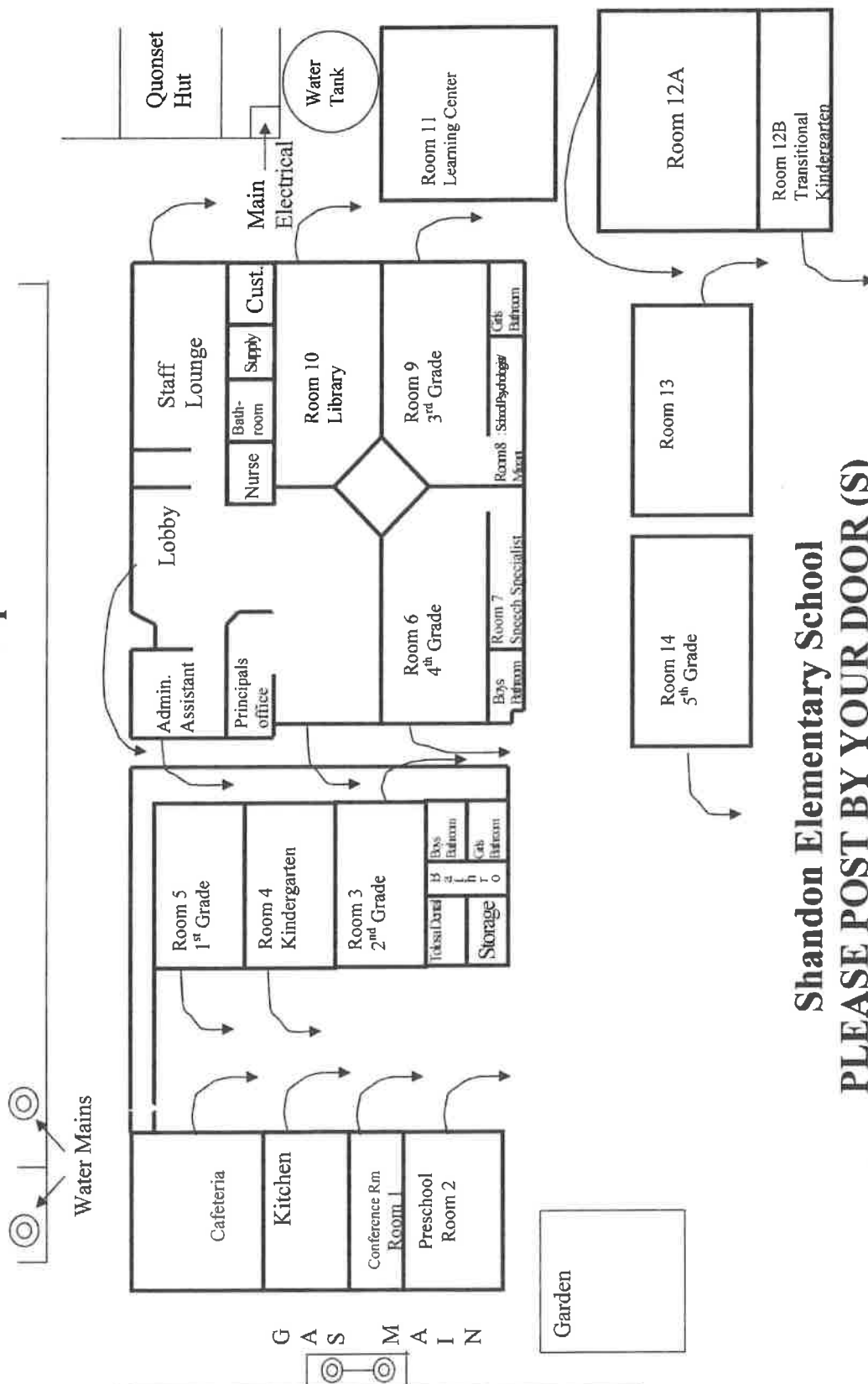
Shandon Elementary

Command Center

1. Assemble in student supervision area.
2. Work closely with emergency responders. Provide them with requested items such as keys, maps, etc.
3. Determine when and if to evacuate students. Relay that information to the *Student Release Team*.
4. Assign staff to help teams as needed. Shift team members to other teams as necessary.
5. Upon determining that an evacuation is necessary, prepare a statement for the *Student Release Team* to use when phoning home including asking parents what arrangements would they like to make for releasing their child safely. For example: release to bus, release to walk, hold for pick-up.
6. Communicate information to team leaders as information becomes available.
7. Monitor security and seek law enforcement help in the student release process.
8. Notify Board President and County Superintendent of Schools of situation.

Shandon Elementary School Map

Evacuation Map



Shandon Elementary School
PLEASE POST BY YOUR DOOR (S)

LINE UP ON SOCCER FIELD

1 2 3 4 5 6 14 13 12 9 10 11

Shandon Unified School District - Shandon Elementary School
 School map 2017-19

SHANDON HIGH/MIDDLE SCHOOL EMERGENCY TEAMS

Incident Commander

Kristina Benson
Kim Rendon

Medical First Aid Team

Leader: **Dayna Sciocchetti**
Louise Hurley
Amanda Dobberpuhl
Sioux Miller
Lindsey Melendy

Student Release Team

Leader: **Gabriela Gavilanes**
Lupe Martinez
Cassandra Uzeta

Search & Rescue Damage Assessment

Leader: **Jon Fuller**
Deanna Morton
Kim Rendon
Robert Voorheis
Steve Martin
Kara Turton

Student Supervision Team

Leader: **Sadie Howard**
Jensen Contreras
Enrique Ramírez
Alan Sciocchetti
Yesenia Mercado

Note: Volunteers, substitutes, or other employees on site are to report to the Incident Commander.

Shandon High/Middle School

MEDICAL FIRST AID

1. After turning over students to *Student Supervision Team* with a 3x5 card listing their missing students, the ***Medical First Aid Team*** will assemble in a safe, secure location to be determined by the weather, scene damage, etc. The basketball court will be used if appropriate.

6. The team will: **Observe the scene.**

Observe the circumstances.

Determine action to be taken.

7. Each member of the *Medical First Aid Team* should have their own kit containing whistle, airways, shock blankets, and miscellaneous other bandages, dressing, splints and Medic First Aid Books.

8. Team members using the triage method of prioritizing will give first aid. One team member will be stationed at staging area (outside) with two-way. Other members will administer first aid under direction of *Search and Rescue Team* as requested.

9. If *Search and Rescue Team* member needs assistance from *Medical First Aid Team* member the *Search and Rescue Team* member will give three blasts with a whistle. A *Medical First Aid Team* member will respond.

Shandon High/Middle School

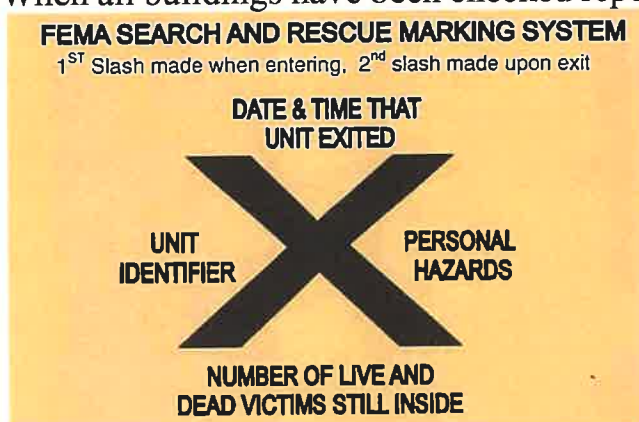
Search & Rescue / Damage Assessment

1. After turning over their students to the Student Supervision Team with a 3 x 5 card listing their missing students, the Search and Rescue Team members will assemble at staging area.
2. Two team members will retrieve disaster kit and other needed items from the athletic storage container.
3. One team member will secure “missing student” cards from Student Supervision Team.
4. One team member shut off main valves for gas and gas pumps. Power and water may also be shut off as needed.
5. Team members will Search/Rescue and damage assess the following areas.

SEARCH & RESCUE DAMAGE ASSESSMENT AREA

Jon Fuller and Deanna Morton-Ag. shop, rooms 11, 12, 13, 14, gym, locker rooms, staff lounge.
Kim Rendon and Kara Turton- Main office, SHS and SMS restrooms, and rooms 15 and 16.
Steve Martin and Robert Voorheis- Rooms 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, and weight room.

6. **DO NOT** enter buildings if there is apparent imminent danger of collapse. Try to ascertain presence of persons in building by voice communications through doors or windows.
7. If there is no imminent danger, the team may enter the buildings and use visual observation and verbal communication to determine presence of injured students and others.
8. *Search and Rescue Team* members may summon *Medical First Aid Team* members for assistance with injuries as needed by blowing their whistle 3 times.
9. Members of *Search and Rescue Teams* will use stretchers and backboards as appropriate to remove injured persons to first aid area. These items are located in the athletic storage container.
10. Mark each door using the FEMA code below.
11. When all buildings have been checked report back to the incident commander with findings.



Shandon High/Middle School

Student Release Team

1. Team members working in the school office will evacuate the building with Student Emergency Cards, class rosters, a school map, clipboards, radios and pencils.
2. With the assistance of the *Students Supervision Team*, the Student Release Team will determine if all teachers have turned in their 3 x5 “missing student” cards. Cards will then be turned over to the *Search and Rescue Team*.
3. A team member should be prepared to give a school map to emergency responders upon request.
4. Team members will determine if all teachers have turned in the missing student cards.
5. With permission of the incident commander, team members will seek secure phones and either activate the auto dial system or begin calling home to notifying parents using verbiage agreed upon by the Incident Commander. Parents of youngest students and special needs students should be called first.
6. With the permission of the incident commander, team members will begin to release students only to persons listed on their emergency cards. That person must sign and print their name along with the time. Team members may ask for identification of persons whom they are not familiar with.
7. Team members should note any evidence of student injuries before the student is released.
8. Team members will give names of students who are cleared to be released to a staff or student volunteer who will retrieve those students from the *Student Supervision Team* and bring the student to the *Student Release Team* area to be released.
9. Students should not be released unsupervised without written or verbal consent from a person listed on the emergency card.

Shandon High/Middle School

Student Supervision Team

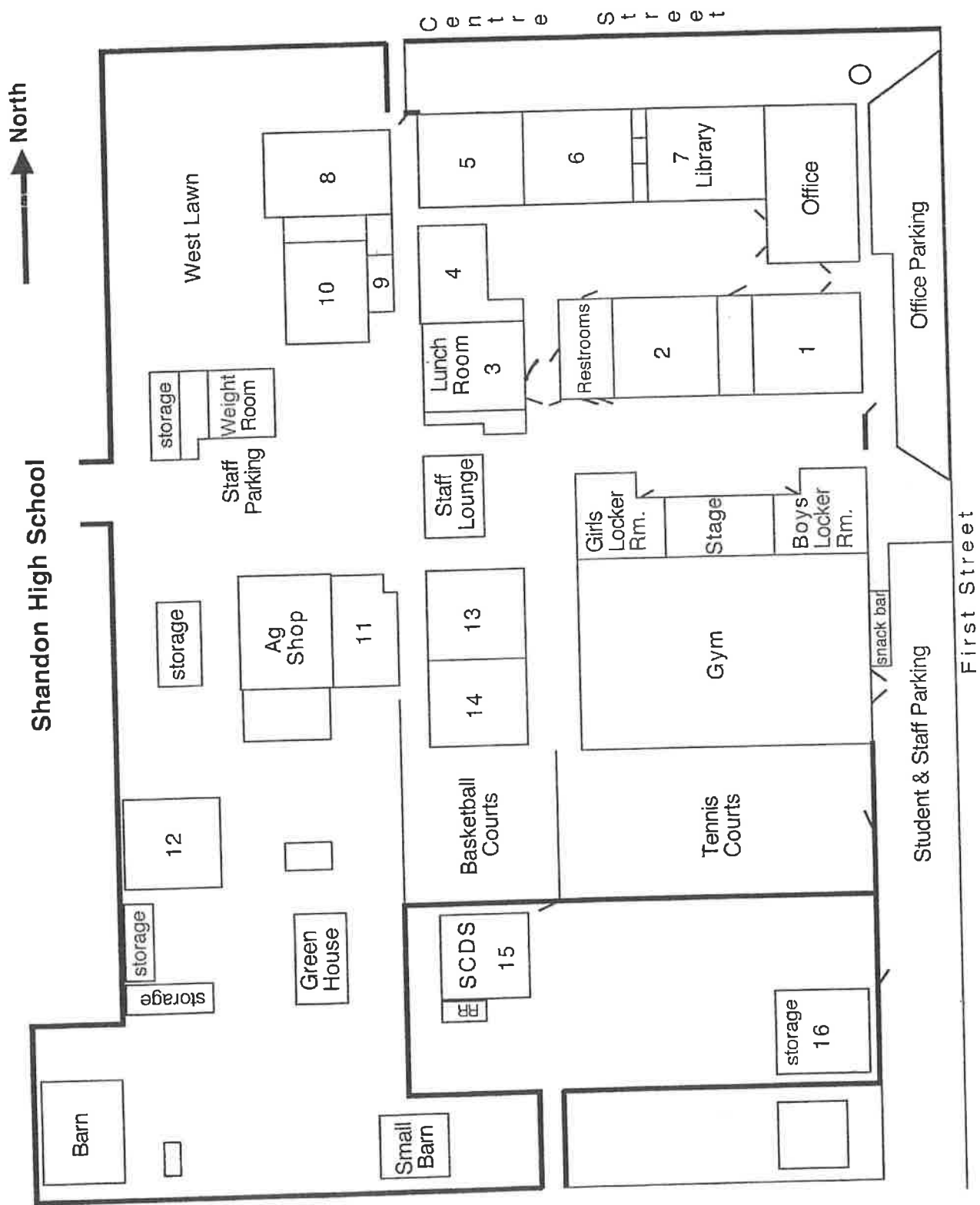
1. After taking roll and listing any missing students on a 3x5 card, team members will assemble with their class in the Student Supervision Area.
2. The *Student Supervision Team* is responsible for maintaining control of students. The team is not responsible for taking roll, determining missing students, or releasing students.
3. The team is responsible for keeping students calm and making them feel secure.
4. The team will provide information to students as appropriate and explain the process to them at an age appropriate level.
5. The *Student Supervision Team* will not release any students until the *Student Release Team* has requested a student to be released.
6. The team will secure emergency blankets from the storage shed if needed.
7. Team members may use a bullhorn to direct students if necessary.

Shandon High/Middle School

Command Center

1. Assemble in student supervision area.
2. Work closely with emergency responders. Provide them with requested items such as keys, maps, etc.
3. Determine when and if to evacuate students. Relay that information to the *Student Release Team*.
4. Assign staff to help teams as needed. Shift team members to other teams as necessary.
5. Upon determining that an evacuation is necessary, prepare a statement for the *Student Release Team* to use when phoning home including asking parents what arrangements would they like to make for releasing their child safely. For example: release to bus, release to walk, hold for pick-up.
6. Communicate information to team leaders as information becomes available.
7. Monitor security and seek law enforcement help in the student release process.
8. Notify Board President and County Superintendent of Schools of situation.

High School Map



Emergency Numbers

Shandon District	SLOCOE
Superintendent Benson (805) 440-5081	Superintendent Jim Brescia (805) 782-7201
	Media
Board President Thomason (805) 463-2343	KPRL AM 1230 (805) 238-1230
EMERGENCY SERVICES	KKAL FM 92.5 (805) 781-2750
Shandon Cal Fire Department 911 Business Phone (805) 238-4957	KSBY (805) 541-6666
Sheriff Department 911 Business Phone (805) 434-4290	COUNTY SERVICES
California Highway Patrol 911 Templeton Office (805) 434-1822	Dept. of Agriculture (805) 781-5011
	Air Pollution Control District (805) 781-5912
American Red Cross SLO (805) 543-0696	Office of Emergency Services (805) 781-5011
HOSPITALS	Environmental Health (805) 781-5544
Twin Cities (805) 434-3500 Emergency Room (805) 434-4550	STATE OF CALIFORNIA
Sierra Vista Regional (805) 546-7600 Emergency Room (805) 546-7650	CAL/ OSHA (661) 588-6400
French Hospital (844) 581-8776	Chemical Waste \Hotline (800) 238-0172
Med Post (805) 836-2869	Poison Control Center (800) 222-1222
	Cal Trans Shandon (805) 238-0747
	PG&E 911 (800) 743-5000
	So Cal Gas 911 (800) 427-2200

SHANDON JOINT UNIFIED SCHOOL DISTRICT

10.7

Regular Meeting of the Board of Trustees

MEETING DATE: August 4, 2020

AGENDA ITEM TITLE:

Discussion and possible approval of K/1st and 1st/2nd grade class combination for 2020-21 school year

PREPARED BY:

S. Kepins

AGENDA SECTION:

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

SUMMARY:

In light of projected enrollment numbers and budget implications of putting two classes together, I am recommending that we combine K/1st and 1st/2nd to create two combination classes for the 2020-2021 school year.

Current enrollment numbers are as follows:

K- 11

1st- 14

2nd- 18

Combining the classes would result in a K/1st class of 20 students and a 1st/2nd class of 23 students.

It is important to note that in addition to the 11 enrolled kindergarten students, an additional 12 enrollment packets have been picked up from the front of the elementary office. It is unknown if these are replacement packets or new potential students which could result in a kindergarten class of 23 students. Under this scenario, the size of the combination classes would increase to 26 students in each class making social distancing a challenge under a Plan A instructional plan.

Affected teachers were consulted on the possibility of forming combination classes on June 17, 2020. They understand the challenges of teaching a combination classroom and even though this would not be their first choice of a teaching assignment, they are aware of our declining enrollment and understand the importance of maintaining full day kindergarten and reading intervention. Configuring the classes as recommended would allow us to continue to offer a full day kindergarten program as well as preserve our afternoon reading intervention program.

This is a one year proposal which will be revisited in the next budget cycle.

Respectfully submitted by Shannon Kepins

RECOMMENDED ACTION:

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees

MEETING DATE: August 4, 2020

10.8

AGENDA ITEM TITLE:

Discussion and possible approval of Elementary School waiver for face to face instruction beginning August 20, 2020.

PREPARED BY:

K. Benson

AGENDA SECTION:

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

SUMMARY:

On July 17, 2020 the California Department of Public Health announced that a waiver of the state's school reopening criteria may be available for elementary schools. This waiver is not the jurisdiction of the California Department of Education of the State Board of Education, but will instead be considered by local public health officers, in consultation with CDPH.

RECOMMENDED ACTION:



COUNTY OF SAN LUIS OBISPO HEALTH AGENCY
PUBLIC HEALTH DEPARTMENT

Michael Hill *Health Agency Director*

Penny Borenstein, MD, MPH *Health Officer/Public Health Director*

Dear School Leaders in San Luis Obispo County:

San Luis Obispo County has been on the California Department of Public Health (CDPH) County Data Monitoring (CDM) List since July 16, 2020 due to an exceedance of the number of 100 cases of COVID-19 per 100,000 population. On July 17, Governor Gavin Newsom announced that if a county has been on the monitoring list within the last 14 days, a school must conduct distance learning only, until the county has been off the monitoring list for at least 14 days.

In counties on the CDM list, CDPH guidance allows elementary schools to request a waiver from the local health officer to open for in-person instruction. To receive a waiver, the superintendent (or equivalent for charter or private schools) must consult with labor, parent, and community organizations before submitting each school's waiver application. The local health officer then reviews the application, along with local community epidemiological data, and consults with CDPH about the request.

The justification for such waivers is based on the current best available scientific evidence which shows that COVID-19 related risks in schools serving elementary age students are lower than and different from the risks to staff and students in schools serving older students. In particular, there appears to be lower risk of child-to-child or child-to-adult transmission in children under 12, and the risk of infection and serious illness in elementary school children is particularly low. By contrast, the health-related risks for elementary age children who are not provided in-person instruction are significant, including lower rates of immunizations, higher rates of undetected child abuse and neglect, and other indicators of public health and wellbeing.

Moreover, in-person instruction is academically and socially critical for younger students, in alignment with State standards. Students from socio-economically disadvantaged backgrounds are particularly harmed by a lack of access to in-person instruction. Schools serving elementary school students are also in a better position to put into place effective risk-reduction strategies to protect both teachers and students, including creation of small, stable classroom cohorts. Further, elementary school students without access to in-person school are far more likely than older students to require alternative group childcare arrangements when schools are closed, and as such, closure of elementary schools is less likely to significantly reduce transmission.

San Luis Obispo County Public Health has developed an application process and form for elementary school waiver requests. To apply for a waiver, an elementary school must submit the following documents:

- Completed Application Cover Form for Elementary School Reopening Waiver
- Verification of approval by the school governing board or agency of waiver request

Public Health Department

2191 Johnson Avenue | San Luis Obispo, CA 93401 | (P) 805-781-5500 | (F) 805-781-5543
www.slopublichealth.org

- Documentation of consultation with the following stakeholder groups – labor, parents, community
- If a school district is applying for a waiver for multiple elementary schools, please indicate all school names on the application.

Applications and all supporting documents should be submitted at least two weeks before the desired reopening date to EOC-Schools@co.slo.ca.us

Sincerely,

Penny Borenstein, MD, MPH

Health Officer and Public Health Director

County of San Luis Obispo

Application Cover Form for Elementary School Reopening Waiver

School Name(s):

School District:

Superintendent or Director Name:

Address:

Grades to be Reopened (please circle)

TK K 1st 2nd 3rd 4th 5th 6th

Total Number of Students by Grade:

TK K 1st 2nd 3rd 4th 5th 6th

Date of Planned Reopening:

Name of Person Completing Application:

Phone Number:

Email:

Signature:

Date

School In-Person Instruction Plan

Please reference your school reopening plan by page number for each item below, if already submitted. If you have not already submitted a reopening plan, please provide with the waiver request.

The plan must be consistent with [guidance for schools from the California Department of Public Health \(CDPH\)](#) and the [California Department of Education](#). Note that the CDPH Guidance for Schools and School-Based Programs was updated on July 17, 2020. Accordingly, if changes to your reopening plan are necessary, please submit a revised plan.

The reopening plan must address the following components:

1. Healthy Hygiene Practices - describe the availability of handwashing stations and hand sanitizer, and how their use will be promoted and incorporated into student and staff routines.
2. Face Coverings - describe how CDPH's face covering requirements for students and staff will be met and enforced.
3. Cleaning and Disinfection - describe how shared surfaces, including on buses, will be regularly cleaned and disinfected and how use of shared items will be minimized.
4. Ventilation and Use of Outdoor Spaces - describe how you will maximize ventilation through filtration and exposure to outdoor air.
5. Distancing - describe plans for maximizing space between students and staff and families at arrival and departure, in classrooms and in non-classroom spaces.
6. Sharing of Objects - describe plans for minimizing shared use of electronic devices, school supplies, student belongings and other items.
7. Cohorting - describe how students will be kept in stable groups with fixed membership that stay together for all activities (such as lunch, recess, etc.) and avoid contact with other groups or individuals who are not part of the cohort.
8. Teacher and Other Staff Safety - describe how you will support higher risk staff through virtual work options and the conduct of staff to staff interactions.
9. Training Staff and Educating Families - describe how staff will be trained and families will be educated on health hygiene practices and sanitation, physical distancing, face coverings, health screenings and identifying COVID-19 symptoms.
10. Health Screening and Isolation - describe how students and staff will be screened every day before school for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.
11. Managing Cases - describe how you will work with the Public Health Department in support of case investigation and contact tracing such as creation and submission of line lists of exposed students and staff, rigorous attendance monitoring and communication with staff and families.
12. Testing - describe how you will support the need for rapid testing of students and staff when there is a confirmed case of COVID-19 in a school.
13. Identifying a Point of Contact - provide the name for each school of a designated person to serve as the point of contact for Public Health related to COVID-19.

Attach verification of consultation with stakeholder groups referenced above.

Resources for Completing Your Plan

CDPH and Cal/OSHA Guidance for Schools and School-Based Programs

<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>

California Department of Education Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools

<https://www.cde.ca.gov/ls/he/hn/strongertogether.asp>

CDPH COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year

<https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Schools%20Reopening%20Recommendations.pdf>

SHANDON JOINT UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Trustees

MEETING DATE: August 4, 2020

\\.

AGENDA ITEM TITLE:

BP 0470 COVID-19 Mitigation Plan

PREPARED BY:

G. Gavilanes

AGENDA SECTION:

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

SUMMARY:

-This policy is intended for use during the coronavirus (COVID-19) pandemic and supersedes conflicting provisions in other district policies and administrative regulations, thereby eliminating the need to temporarily revise multiple policies.

RECOMMENDED ACTION:

Shandon Joint Unified School District

Board Policy

COVID-19 Mitigation Plan

BP 0470

Philosophy, Goals, Objectives and Comprehensive Plans

****Note: The following policy is intended for use during the coronavirus (COVID-19) pandemic and supersedes conflicting provisions in other district policies and administrative regulations, thereby eliminating the need to temporarily revise multiple policies. When the Governing Board determines, consistent with state and local orders from health officials, that the need for this policy no longer exists, the following policy should be removed from the district's policy manual.****

****Note: Due to the unexpected nature of the pandemic, the evolving circumstances, and rapidly changing information about the virus, the topics covered in this policy may not be directly addressed in current law. Therefore, the policy presents options and best practices for districts as they reopen school campuses following extended closures due to the COVID-19 pandemic. Districts are encouraged to consult with local health officials, staff, students, parents/guardians, neighboring school districts, and the county office of education in comprehensive planning for safe operations following campus reopening.****

****Note: This policy involves a number of working conditions that are often addressed in collective bargaining agreements and, as such, may be subject to negotiations with employee organizations.****

****Note: Resources that provide additional information, such as applicable state and local guidelines from health officials, school schedules, handwashing instructions, and specific personal protective equipment (PPE) requirements, may be attached as exhibits to augment this policy and should be periodically reviewed and updated as necessary.****

The following policy establishes actions that will be taken by the district to provide a safe learning and working environment during the coronavirus (COVID-19) pandemic, and shall supersede any conflicting language in existing district policies or administrative regulations until the Governing Board determines that the need for this policy no longer exists. The Board acknowledges that, due to the evolving nature of the pandemic, federal, state, and local orders impacting district operations are subject to change without notice. In the event that any federal, state, or local order may conflict with this policy, the order shall govern.

(cf. 2210 - Administrative Discretion Regarding Board Policy)

(cf. 5141.22 - Infectious Diseases)

(cf. 9310 - Board Policies)

The Board may also adopt resolutions or take other actions as needed to respond to such orders or provide further direction during the pandemic.

****Note: Stay-at-home orders, restrictions on social gatherings, and PPE requirements and their impact on the opening and closing of school campuses will vary based on local conditions. CSBA strongly recommends that districts consult state and local health officials for guidance on decisions regarding the opening and*

*closing of school campuses.****

The Board recognizes that students and staff have the right to a safe campus that protects their physical and psychological health and well-being. School campuses shall only be open when deemed safe for in-person instruction. The Board's decision to reopen school campuses for classes, before or after school programs, child care centers, and/or preschool programs shall be made in consultation with state and local health officials, the county office of education, and neighboring school districts. The district shall evaluate its capacity to implement safety precautions and to conduct full or partial school operations, and shall consider student, parent/guardian, and community input.

(cf. 0400 - Comprehensive Plans)
 (cf. 0450 - Comprehensive Safety Plan)
 (cf. 3516 - Emergencies and Disaster Preparedness Plan)

Prior to the return to on-campus teaching and learning, the Superintendent or designee shall provide to students, parents/guardians, and staff current information about COVID-19, including its symptoms, how it is transmitted, how to prevent transmission, the current recommendations from the state and local departments of public health, and any other information and/or resources to prepare for a safe return to on-campus teaching and learning. The Superintendent or designee shall also provide information on the processes and protocols the district will follow to minimize the health risks associated with COVID-19, including, but not limited to, physically separating individuals (social distancing), limits on large gatherings, the provision of personal protective equipment (PPE) such as masks and gloves, and the sanitization of facilities.

(cf. 4131 - Staff Development)
 (cf. 4231 - Staff Development)
 (cf. 4331 - Staff Development)
 (cf. 6020 - Parent Involvement)

Student Support

The Board recognizes that the consequences of the COVID-19 pandemic, including fear for one's safety, the economic crisis, the loss of school-based relationships, and disruptions in student learning, impact all students but may have a disproportionate effect on the youngest students, students with disabilities, those students most vulnerable to basic needs insecurity or child abuse and neglect, and other at-risk students.

(cf. 0415- Equity)

As school campuses reopen, staff shall provide a caring and nurturing educational environment for students. The district may provide instruction on social-emotional well-being to all students, including information on how to deal with stress and anxiety in healthy ways and the importance of emotional well-being for academic success.

(cf. 6142.8 - Comprehensive Health Education)

Staff shall pay careful attention to students' increased mental health concerns. Counseling, other support services, and/or referrals to other agencies shall be available to assist students in dealing with the social and emotional effects of COVID-19, such as stress, anxiety, depression, grief, social isolation, and post-traumatic

stress disorder.

(cf. 5141.5 - Mental Health)
 (cf. 5141.52 - Suicide Prevention)
 (cf. 6164.2 - Guidance/Counseling Services)
 (cf. 6164.5 - Student Success Teams)

As needed, the district may provide referrals of students and families to basic needs assistance or social services, and may assess students for eligibility for the free and reduced-price meal program or assistance under the McKinney-Vento Homeless Assistance Act.

(cf. 6173 - Education for Homeless Children)

The Superintendent or designee shall ensure that staff understand their obligations as mandated reporters to report suspected child abuse or neglect, regardless of whether the student is on campus or participating in distance learning.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

The Superintendent or designee may provide information to staff and parents/guardians regarding how to provide mental health support to students. The Superintendent or designee may also provide counseling to staff who are experiencing emotional difficulties as a result of COVID-19.

Instruction/Schedules

****Note: Until COVID-19 is no longer a concern, schools may offer instruction through one of three prevailing approaches: (1) return to full on-campus instruction with social distancing/PPE requirements and modified schedules, (2) continue exclusively with distance learning, or (3) use a hybrid approach that incorporates both on-campus instruction and distance learning. To accomplish any approach that uses on-campus instruction while maintaining social distancing may require the implementation of staggered schedules, such as having half the students on campus one week followed by the other half the following week, having grades 1-3 on campus on Monday and Wednesday and grades 4-6 on Tuesday and Thursday, or teaching elementary students on campus while secondary students use distance learning.****

****Note: The following section reflects a hybrid approach, which may be the most practical for the majority of districts, and should be revised to reflect district practice.****

The district shall offer a combination of on-campus instruction and distance learning to meet the needs of all students.

(cf. 6157 - Distance Learning)
 (cf. 6158 - Independent Study)

The Superintendent or designee shall work with school principals, teachers, other staff, students, and parents/guardians to recommend to the Board a schedule of on-campus instruction for each school. If all students cannot attend on-campus instruction for the entire school day due to space limitations as a result of social distancing requirements, the Superintendent or designee shall consider arrangements for rotating groups

of students, such as on a daily or weekly basis, and/or shall provide on-campus instruction to students with the greatest need for in-person supervision.

(cf. 6111 - School Calendar)

(cf. 6112 - School Day)

Priority for on-campus instruction shall be given to the lowest performing students, students with disabilities, elementary level students, students at risk of child abuse and neglect, homeless students, foster youth, and English learners. To the extent practicable, the district shall also consider the needs of essential workers, as designated in the Governor's executive orders, for child care during normal school hours.

(cf. 6173.1 - Education for Foster Youth)

(cf. 6174 - Education for English Learners)

On-campus instruction may be prioritized for subjects that are difficult to deliver through distance learning, such as laboratory science, art, or career technical education.

For distance learning, lessons may be delivered through live video sessions, pre-recorded lectures, or other technology-based distance learning platforms and/or the district may supplement on-campus instruction with home assignments. As much as possible, distance learning shall be provided through small-group synchronous learning.

Appropriate training shall be provided to teachers and other instructional staff involved in distance learning, including training on how to use any technology or platform approved for distance learning by the school and opportunities for the sharing of best practices among instructional staff. Available training resources may also be provided to students and parents/guardians when necessary.

Evaluation of Academic Progress Following Campus Closure

****Note: Pursuant to the Governor's Executive Order N-30-20, administration of the California Assessment of Student Performance and Progress was waived in spring 2020 due to the COVID-19 pandemic. Districts will need to use other measures to evaluate students' academic progress during that period of campus closure.****

Upon return to on-campus instruction following an extended campus closure, the Superintendent or designee shall evaluate the impact of the campus closure on students' academic progress. Such evaluation may:

1. Address student-specific needs arising from the transition back into on-campus instruction
2. Consider whether or not a student has experienced a regression of skills and/or lack of progress
3. If regression and/or a lack of progress is present, identify opportunities for recovery, including supplemental educational services and/or new or different support services

(cf. 6179 - Supplemental Instruction)

For students with disabilities, the evaluation of academic progress shall also be used to determine whether an additional or revised individualized education program (IEP) or Section 504 plan is needed for the student to be

academically successful when returning to on-campus instruction. The Superintendent or designee may prioritize urgent student need in scheduling initial and triennial assessments and annual IEP meetings. The Superintendent or designee shall ensure district compliance with all procedural timelines for IEPs and Section 504 plans as required, unless amended by executive order.

(cf. 6159 - Individualized Education Program)
 (cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)
 (cf. 6164.6 - Identification and Education Under Section 504)

Grading

****Note: The district may select or revise any of the items below to reflect district practice. The California Department of Education's (CDE) FAQs on Grading and Graduation Requirements, available on its web site, includes an appendix on Distance Learning Grading Guidance for Teachers which contains a non-exhaustive list of options for assigning final grades for spring 2020 for courses interrupted by COVID-19 and the resulting school closures. Those options are only applicable to final semester grades and may not necessarily apply to shorter periods of campus closure. Grading policies for the 2020-21 school year may be dependent on the date that campuses reopen and/or whether campuses need to be reclosed for an extended period at any time during the year.****

****Note: Also see CSBA's Sample School Board Resolution on Grading During Emergency School Closures.****

For each grading period, student progress shall be reported in accordance with BP/AR 5121 - Grades/Evaluation of Student Achievement. However, in the event that school campuses are closed for an extended period of time during any grading period, the Board may, upon recommendation by the Superintendent or designee, adopt one or more alternative grading policies which may vary by grade level or type of course. Options for such grading include, but are not limited to:

1. Assignment of final grades based on the student's grades when the campus shutdown occurred, with opportunities to increase the final grade based on progress through distance learning or other assignments and assessments
2. Assignment of pass/no pass grades for all courses
3. Grading based on students' understanding of applicable course content through assessments, projects, portfolios, or other appropriate means

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

Health Screening of Students

****Note: The following optional paragraph reflects recommendations in the Centers for Disease Control and Prevention's (CDC) Interim Guidance for Schools and Day Camps to conduct temperature checks and/or visual checks of students before they enter the school. CDC recommends that persons who have a fever of 100.4 degrees or above or exhibit other signs of illness not be admitted to the facility.****

****Note: Temperature checks may also be conducted before students board a school bus. If not practical, districts should implement social distancing on school buses as provided in the section "Social Distancing" below and may require students to wear PPE on the bus as provided in the section "Personal Protective Equipment and Hygiene Practices" below.****

To the extent feasible, students shall be screened for COVID-19 symptoms before boarding a school bus and/or upon arrival at school each day. The Superintendent or designee shall work with local health officials to determine the appropriate means of screening, which may include temperature checks with a no-touch thermometer.

If the screening indicates a fever or other COVID-19 symptoms, or if the student exhibits symptoms at any time during the school day, the student shall be placed in a supervised isolation area until the student's parent/guardian is contacted and the student can be transported home or to a health care facility. School staff may provide the parent/guardian with referrals to school or community health centers for further testing.

(cf. 5141 - Health Care and Emergencies)
 (cf. 5141.3 - Health Examinations)
 (cf. 5141.6 - School Health Services)

Student Absence and Attendance

The Board recognizes that COVID-19 will continue to impact the attendance of students following the reopening of school campuses. The Superintendent or designee shall notify students and parents/guardians of expectations regarding school attendance. Such notification shall direct any student who contracts the virus or lives with someone who has been diagnosed with COVID-19 to stay home in accordance with state and local health directives so as to curtail the spread of the disease.

Students who are infected with COVID-19 shall be excluded from on-campus instruction until a medical provider states in writing that the student is no longer contagious. (Education Code 49451; Health and Safety Code 120230; 5 CCR 202)

Students who are identified as being in a high-risk population for serious complications from COVID-19 because of a medical condition may request assessment and accommodations under Section 504 and/or an alternative instructional method that allows the student to continue receiving instruction off campus.

****Note: Pursuant to Education Code 48205, student absences due to illness or quarantine are considered excused absences. 5 CCR 306 authorizes the school to require a satisfactory explanation from a student's parent/guardian whenever the student is absent. Pursuant to 5 CCR 421, the Board may adopt policy or a resolution establishing reasonable methods for verifying student absences, and absences due to illness or quarantine may be verified by a school or public health nurse, attendance supervisor, physician, principal, teacher, or other qualified district employee assigned to make such verification. See AR 5113 - Absences and Excuses for verification methods authorized by the district.****

When a student is absent, the student's parent/guardian shall notify the school of the reason for the absence. A physician's verification of a student's illness or quarantine may be submitted, but is not required.

(cf. 5113 - Absences and Excuses)

If a student would otherwise be required to attend on-campus instruction but is kept home by the parents/guardians due to concerns for the welfare of their child, the principal or designee shall work with the student and parent/guardian to find alternative means of instruction, which may include distance or blended learning, independent study, printed class assignments, or other reasonable means.

(cf. 6154 - Homework/Makeup Work)

****Note: Pursuant to the Governor's Executive Order N-26-20, districts are not penalized for failure to offer regular school days when campuses are closed due to COVID-19. Although districts are not required to record daily attendance for apportionment purposes when campuses are closed, CDE's FAQs for 2019 Novel Coronavirus encourage districts to track participation and engagement in distance learning at such times. As campuses reopen, districts should follow state guidance, when issued, pertaining to attendance accounting.****

The Superintendent or designee shall maintain enrollment and student attendance data, including the participation of students in distance learning, and shall report data in accordance with state requirements.

The district employee designated as the attendance supervisor pursuant to Education Code 48240 shall track patterns of student absence throughout the district and regularly report such information to the Superintendent. When a student who is participating in distance learning repeatedly fails to check in with the teacher when required, the teacher and/or attendance supervisor shall attempt to contact the student or parent/guardian to resolve the issues leading to the absence.

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5113.11 - Attendance Supervision)

Social Distancing

****Note: Public health officials from the California Department of Public Health (CDPH), CDC, and World Health Organization recommend social distancing to help stop or slow the spread of COVID-19. Social distancing requires creating physical space between individuals and minimizing the size and number of gatherings as much as possible. It is generally recommended that space between individuals be at least six feet whenever possible.****

In order to maintain a campus environment that allows for social distancing, the district shall assess the capacity of school facilities, including classrooms, cafeterias, multi-purpose rooms, gyms, and outdoor areas, and determine the means by which the facilities can best be utilized considering space and time alternatives. To the extent reasonably possible, the district may:

1. Within classrooms, space desks at least six feet apart and position them in a way that limits students facing each other
2. Stagger students in areas of high traffic, such as when students are using lockers, lining up for class, or passing between classes
3. Mark six-foot boundaries within classrooms, common areas, outdoor spaces, and places where students are likely to gather so that students and staff are more readily aware of and can more easily abide by social

distancing requirements

4. Utilize restroom stalls and sinks in a manner that allows for social distancing, such as limiting the number of students and/or staff who may use the restroom at a time, blocking off every other stall or sink from use, and/or marking six-foot boundaries
5. Minimize the mixing of students from different classrooms in common spaces, such as in cafeterias and libraries
6. Conduct recess and physical education classes in a manner that allows for social distancing and minimizes the use of physical education equipment

****Note: Item #7 is for use by districts that provide transportation for students. CDC's Interim Guidance for Schools and Day Camps presents examples of bus seating arrangements that may be established to meet the six-foot social distancing objectives, such as (1) seating one student to a bench on both sides of the bus, skipping every other row, and (2) seating one student to a bench, alternating rows on each side to create a zigzag pattern. Seats that must be left vacant should be marked or blocked.****

7. Assess the capacity of school buses and develop a plan for bus routes and bus seating consistent with social distancing objectives

(cf. 3540 - Transportation)

(cf. 3543 - Transportation Safety and Emergencies)

8. Encourage students to walk, bicycle, or travel by private vehicle to reduce the number of students traveling on school buses. Schools may provide designated areas with proper distancing for bicycles to be stored during the school day, and may mark spaces for private vehicle drop-off and pick-up zones.

(cf. 5142.2 - Safe Routes to School Program)

****Note: CDPH Guidance for the Prevention of COVID-19 Transmission for Gathering, issued March 16, 2020, states that gatherings that bring together people in a single room or single space at the same time, such as school sporting events, should be postponed or canceled until further guidance is released by CDPH. The Governor's Resilience Roadmap issued in spring 2020 establishes four stages for gradually reopening businesses and activities, with large gatherings generally withheld until stage 4.****

Large gatherings, such as assemblies, rallies, field trips, extracurricular activities, and athletic events, shall be suspended until the Board determines, consistent with guidance from state and local health officials, that it is safe to resume such activities. The Superintendent or designee may grant an exception if an activity can be arranged to take place in phases or per class, or modified in a manner that would keep participants from violating social distancing recommendations. When deciding whether an activity may resume, the Superintendent or designee may consider the size of the group that participates, the extent to which the students and other attendees have physical contact, whether the activity can be modified to avoid physical contact, if shared equipment is required for the activity, and if social distancing can be maintained.

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

(cf. 6153 - School-Sponsored Trips)

Personal Protective Equipment and Hygiene Practices

****Note: CDC's Considerations for Schools reinforces the value of using cloth face coverings to protect oneself and others, but recognizes that wearing face coverings in all-day settings such as school may be challenging for students, particularly younger students. CDC advises that face coverings be worn as feasible, but especially when social distancing is difficult.****

****Note: It is also recommended that all staff should use cloth face coverings and that food service workers and other staff who are in routine contact with the public should wear gloves. However, requiring staff to use such equipment may be subject to collective bargaining. Districts are encouraged to review their collective bargaining agreements and applicable memoranda of understanding and consult with legal counsel before requiring staff to use facial coverings.****

The Board encourages students, staff, and visitors to wear PPE while on school campuses or school buses, especially in high-traffic areas and/or when social distancing is not possible. If the use of PPE in schools is required by state or local health officials, the district shall provide PPE to students and staff who do not bring their own personal PPE. Students and staff shall be provided instruction in the proper use, removal, disposal, and cleaning of PPE.

****Note: The following paragraph reflects a recommendation in CDC's Considerations for Schools and may be revised to reflect district practice.****

Face coverings shall not be required for children younger than two years, or for anyone who has trouble breathing or is incapacitated or otherwise unable to remove the covering without assistance. Reasonable accommodations shall be made for anyone who is unable to wear a face covering for medical reasons.

The Board also encourages students and staff to practice good hygiene, such as appropriate covering of coughs and sneezes and regular hand washing of at least 20 seconds, including before eating and after blowing one's nose, coughing, or sneezing. The district shall provide adequate time and opportunity for students to wash hands, and shall make hand sanitizer available in areas where handwashing is less accessible. Signage regarding healthy hygiene practices and how to stop the spread of COVID-19 may be posted in and around school facilities.

Sanitization of Facilities and Equipment

School facilities, school buses, and shared equipment such as desks, tables, sports/playground equipment, computers, door handles, light switches, and other frequently used equipment and supplies shall be cleaned and disinfected daily with appropriate cleaning agents. Disinfectants and cleaning agents shall be stored properly and in a manner not accessible to students.

(cf. 3510 - Green School Operations)
 (cf. 3514.1 - Hazardous Substances)
 (cf. 4157/4257/4357 - Employee Safety)

The Superintendent or designee shall ensure that ventilation systems are operating properly and that air flow

and ventilation within district facilities is increased, to the extent possible, by opening windows and doors and using fans and air conditioning. Garbage shall be removed daily and disposed of safely.

Food Services

The Superintendent or designee shall ensure that students have access to clean drinking water other than through a drinking fountain, and food which is procured, stored, and served in a manner that reduces the likelihood of COVID-19 transmission and follows state and national guidelines for nutrition.

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

For meals that are consumed on school grounds, the Superintendent or designee shall ensure that students will be able to maintain proper social distancing while eating. In order to do so, the Superintendent or designee may consider the consumption of meals in classrooms, gyms, the outdoors, and/or other district grounds.

Meal service shall also be available to students participating in distance learning, which may include and/or entirely consist of a "grab and go" service or delivery.

Due to the changing financial circumstances of many families as a result of COVID-19, the Superintendent or designee shall regularly provide information to students and parents/guardians regarding the free and reduced-price meal program, eligibility, and how to apply for the program.

(cf. 3553 - Free and Reduced Price Meals)

Staff

****Note: The following section may be subject to negotiations with employee organizations.****

Prior to reopening campuses, the Superintendent or designee shall review staff assignments and, upon request, may reassign employees to reduce exposure to the virus, especially for high-risk staff. When feasible for the position, employees may be granted a remote work assignment.

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4113 - Assignment)

(cf. 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment)

(cf. 4113.5/4213.5/4313.5 - Working Remotely)

****Note: The Governor's Executive Order N-26-20 requires that districts continue to pay employees even if campuses close temporarily due to COVID-19. Furthermore, according to Office of Management and Budget Memorandum M-20-17, during extraordinary circumstances such as a pandemic which interrupts district operations, employees paid with federal grant funds can continue to be paid out of federal grant funds as long as other similarly situated employees paid with nonfederal funds are continuing to get compensated. See BP 4151/4251/4351 - Employee Compensation.****

In the event that employees are unable to perform their duties due to partial or full closure of campuses, the Board shall compensate employees as permitted by law.

(cf. 4151/4251/4351 - Employee Compensation)

Any employee who contracts the virus, shows symptoms of possible infection, or is caring for someone who has been diagnosed with the virus shall self-quarantine for the period of time recommended by health authorities in order to prevent the spread of the disease to students or other staff.

Note: Education Code 44978 and 45191 and Labor Code 245-249 establish minimum sick leave entitlements for district employees; see AR 4161.1/4361.1 - Personal Illness/Injury Leave and AR 4261.1 - Personal Illness/Injury Leave. If an employee continues to be absent for up to five months after exhausting all available sick leave, the employee may be entitled to differential pay in accordance with Education Code 44977, 44983, and 45196. In addition, an employee may use leave granted by the Family and Medical Leave Act (FMLA) (29 USC 2601-2654) or California Family Rights Act (Government Code 12945.1-12945.2) for the employee's own serious health condition or to care for a child, spouse, or parent/guardian with a serious health condition; see AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave.

An employee may use personal illness and injury leave and/or family care and medical leave, as applicable, if the employee is unable to work or telework because the employee is ill or needs to take care of a spouse, parent/guardian, or child with COVID-19 or other serious health condition. (Education Code 44978, 45191; Government Code 12945.1-12945.2; Labor Code 245-249; 29 USC 2601-2654)

(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)
 (cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)
 (cf. 4261.1 - Personal Illness/Injury Leave)

Note: The remainder of this section reflects provisions for expanded leave granted by the federal Families First Coronavirus Response Act (P.L. 116-127).

Note: 29 USC 2601 provides up to 80 hours of paid sick leave for eligible employees for the reasons specified in items #1-6 below. Eligible employees are entitled to their regular rate of pay for leave taken pursuant to items #1-3 (up to \$511 per day and \$5,110 in total) or two-thirds their regular rate of pay for leave taken pursuant to items #4-6 (up to \$200 per day or \$2,000 in total). The district must not require an employee to use other paid leave before the employee uses the paid sick leave granted under this Act.

Until December 31, 2020, an eligible employee may take paid sick leave for up to 80 hours, or the number of hours that a part-time employee works on average over a two-week period, if the employee is unable to work or telework because the employee is: (29 USC 2601)

1. Subject to a federal, state, or local quarantine or isolation order related to COVID-19
2. Advised by a health care provider to self-quarantine due to concerns related to COVID-19
3. Experiencing symptoms of COVID-19 and seeking a medical diagnosis
4. Caring for an individual who is subject to a federal, state, or local quarantine or isolation order or has been advised by a health care provider to self-quarantine
5. Caring for the employee's child whose school or child care provider is closed or unavailable for reasons

related to COVID-19

6. Experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services

Employees shall be paid their regular rate of pay for leave taken pursuant to items #1-3 above, or two-thirds their regular rate of pay for leave taken pursuant to items #4-6 above, within the limits specified in law. (29 USC 2601)

****Note: Leave granted to an employee who needs to care for a child whose school or child care provider is closed due to COVID-19 (item #5 above) may be extended pursuant to 29 USC 2620. Employees must be restored to their position following such leave, unless the district has fewer than 25 employees and specified conditions are met.****

For the purpose specified in item #5 above, eligible employees who have been employed by the district for at least 30 calendar days shall be granted extended leave for up to 12 work weeks upon request. The first 10 days of such leave shall be unpaid unless the employee uses accrued vacation leave, personal leave, sick leave, or paid sick leave granted pursuant to 29 USC 2601. After the first 10 days, the district shall pay not less than two-thirds of the employee's regular pay for the number of hours per week the employee normally works, with a maximum of \$200 per day and \$10,000 for the total period. Eligibility for extended leave for this purpose is subject to the employee's eligibility for leave pursuant to the Family and Medical Leave Act. (29 USC 2601, 2620)

****Note: The following notice is available on the web site of the U.S. Department of Labor.****

The district shall post, in conspicuous places where employee notices are customarily posted, a notice prepared by the U.S. Department of Labor regarding the requirements of 29 USC 2601 and 2620. (29 USC 2601)

Follow-Up with Infected Persons/Contact Tracing

The Superintendent or designee shall work with county health officials to track confirmed cases of students and staff with COVID-19, including, but not limited to, following up with students, their parents/guardians, and staff who exhibit symptoms while at school and those who report an absence or miss work due to illness. The Superintendent or designee shall report confirmed cases to local health authorities.

****Note: The following optional paragraph reflects a recommendation in CDC's Interim Guidance for Schools and Day Camps pertaining to contact-tracing.****

If a student, family member of a student, or staff member has tested positive for COVID-19, the district shall assist local health officials in conducting contact-tracing to identify potentially exposed individuals and ask them to self-quarantine, which may include not participating in on-campus instruction. While maintaining the privacy of the infected person, the district shall inform other students and staff with whom the infected person may have had contact in school.

Nondiscrimination

The Board prohibits discrimination based on actual or perceived medical condition or disability status.

(Government Code 11135)

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

Individual students and staff shall not be identified as being COVID-positive, nor shall students be shamed, treated differently, or denied access to a free and appropriate public education because of their COVID-19 status or medical condition. Staff shall not disclose confidential or privileged information, including the medical history or health information of students and staff. (Education Code 49450)

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

The Superintendent or designee shall investigate any reports of harassment, intimidation, and bullying targeted at any student based on COVID status, exposure, or high-risk status.

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment)

Community Relations

The Superintendent or designee shall use a variety of methods to regularly communicate with students, parents/guardians, and the community regarding district operations, school schedules, and steps the district is taking to promote the health and safety of students. In addition, the members of the Board have a responsibility as community leaders to communicate matters of public interest in a manner that is consistent with Board policies and bylaws regarding public statements.

(cf. 1100 - Communication with the Public)

(cf. 1112 - Media Relations)

(cf. 9010 - Public Statements)

The district shall continue to collaborate with local health officials and agencies, community organizations, and other stakeholders to ensure that district operations reflect current recommendations and best practices for keeping students, staff, and visitors safe during the COVID-19 state of emergency. The Superintendent or designee shall keep informed about resources and services available in the community to assist students and families in need.

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

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

While the Board recognizes the rights of parents/guardians to participate in the education of their children and the critical importance of parental involvement in the educational process, all visitors and volunteers are encouraged to respect guidelines regarding social distancing and large gatherings. School visitors and volunteers shall be limited in number and expected to observe all district protocols for COVID-19. The Superintendent or designee may place signage around the school advising that visitors and volunteers may be required to use PPE while on school sites and interacting with school personnel, and may keep a supply of such equipment available for their use.

(cf. 1240 - Volunteer Assistance)
 (cf. 1250 - Visitors/Outsiders)

Use of school facilities by persons or organizations for community purposes involving large gatherings shall be suspended until the Board determines, consistent with guidance from state and local health officials, that it is safe to resume such activities. The Superintendent or designee may only grant an exception if the number of participants in the activity will be limited and the person or organization follows the processes and protocols established by the district to minimize the health risks associated with COVID-19.

(cf. 1330 - Use of School Facilities)

Potential Reclosure of Campus

****Note: The following section reflects CDC's Interim Guidance for Administrators of U.S. K-12 Schools and Child Care Programs to Plan, Prepare, and Respond to Coronavirus Disease 2019 (COVID-19), which describes appropriate mitigation strategies based on the level of community transmission of COVID-19 and the presence of COVID-19 cases within a school. Such mitigation strategies may include closing campuses when the district determines, in consultation with state and local health officials, that keeping campuses open presents a risk to students, staff, and the community.****

The district shall monitor student and staff absences and data provided by local health officials to determine if there is a risk of resurgence of COVID-19 and a need to reclose school campuses for the protection of students, staff, and the community. The Superintendent or designee shall develop plans and procedures for alternative methods of operations to the extent possible in the event that reclosure becomes necessary.

If any person diagnosed with COVID-19 is known to have been in district building(s), the Superintendent or designee shall immediately notify local health officials to determine a course of action. The building should be closed until cleaning and disinfecting of the building can be completed and the district can consult with local health officials to determine, based on up-to-date information about the specific cases in the community, whether an extended closure is needed to stop or slow further spread of COVID-19.

If local health officials report that there has been no community transmission of COVID-19, or minimal to moderate transmission in the community, school campuses may not necessarily be closed, but the district shall continue to take all preventative measures described in this policy.

If local health officials report substantial community transmission of COVID-19, campus closures of more than two weeks may be necessary, and the Superintendent or designee shall cancel group activities and events during that period. Campuses shall not reopen until recommended by local health officials.

Legal Reference:

EDUCATION CODE

44978 Sick leave for certificated employees

45191 Leave of absence for illness and injury, classified employees

48205 Excused absences

48213 Prior parent notification of exclusion; exemption

48240 Supervisors of attendance
 49451 Exemption from physical exam; exclusion from attendance
 GOVERNMENT CODE
 11135 Nondiscrimination in programs or activities funded by state
 12945.1-12945.2 California Family Rights Act
 HEALTH AND SAFETY CODE
 120230 Exclusion from attendance
 LABOR CODE
 245-249 Healthy Workplaces, Healthy Families Act of 2014
 CODE OF REGULATIONS, TITLE 2
 11087-11098 California Family Rights Act
 CODE OF REGULATIONS, TITLE 5
 202 Exclusion from attendance
 306 Explanation of absence
 420-421 Record of verification of absence due to illness and other causes
 UNITED STATES CODE, TITLE 29
 2601-2654 Family and Medical Leave Act of 1993, as amended, especially:
 2601 Paid sick leave
 2620 Public health emergency leave
 UNITED STATES CODE, TITLE 42
 1760 Note National School Lunch program waivers addressing COVID-19
 CODE OF FEDERAL REGULATIONS, TITLE 29
 825.100-825.702 Family and Medical Leave Act of 1993

Management Resources:

CSBA PUBLICATIONS

Sample School Board Resolution on Grading During Emergency School Closures

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

FAQs for 2019 Novel Coronavirus

FAQs on Grading and Graduation Requirements

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH PUBLICATIONS

CDPH Guidance for the Prevention of COVID-19 Transmission for Gathering, March 16, 2020

School Guidance on Novel Coronavirus or COVID-19, March 7, 2020

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

Considerations for Schools, rev. May 19, 2020

Interim Guidance for Schools and Day Camps, May 2020

Interim Guidance for Administrators of U.S. K-12 Schools and Child Care Programs to Plan, Prepare, and Respond to Coronavirus Disease 2019 (COVID-19), March 25, 2020

OFFICE OF THE GOVERNOR PUBLICATIONS

Executive Order N-30-20, March 17, 2020

Executive Order N-26-20, March 13, 2020

OFFICE OF MANAGEMENT AND BUDGET PUBLICATIONS

Administrative Relief for Recipients and Applicants of Federal Financial Assistance Directly Impacted by the Novel Coronavirus (COVID-19) Due to Loss of Operations, Memorandum M-20-17, March 19, 2020

U.S. DEPARTMENT OF LABOR POSTERS

Employee Rights: Paid Sick Leave and Expanded Family and Medical Leave Under the Families First Coronavirus Response Act

WEB SITES

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

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

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

Centers for Disease Control and Prevention: <http://www.cdc.gov/coronavirus/2019-ncov>

Office of the Governor: <http://www.gov.ca.gov>

Office of Management and Budget: <http://www.whitehouse.gov/omb>

U.S. Department of Labor: <http://www.dol.gov>

World Health Organization: <http://www.who.int>

New Board Policy

6/20