DURHAM UNIFIED SCHOOL DISTRICT
9420 Putney Drive, Durham, CA 95938
Regular Session Governing Board Meeting Agenda
Wednesday, March 21, 2018
6:00 PM Closed Session  7:00 PM Open Session

A. CALL TO ORDER

B. MOVE TO CLOSED SESSION

C. CLOSED SESSION
1. Conference with Labor Negotiators Agency designated representatives: Board President Todd Southam, Unrepresented Employee(s): Superintendent (Government Code 54957.6)
2. Conference with Labor Negotiators Agency designated representatives: Superintendent Lloyd Webb Employee Organizations: Administrative, CTA, CSEA, and Classified Confidential (Government Code 54957.6)
4. Public Employee Performance Evaluation: Superintendent (Government Code 54957)

D. RETURN TO OPEN SESSION:

E. PLEDGE OF ALLEGIANCE: Mrs. Hardesty’s 3rd Grade Class

F. REPORT OF ACTION TAKEN IN CLOSED SESSION:

G. ADJUSTMENTS TO ORDER OF AGENDA:

H. ITEMS FROM THE PUBLIC
The law allows the public to address the governing board on any school district matter, whether or not it is on the agenda, but the law prohibits action or discussion by the Board on non-agenda items. A person wishing to be heard by the Board shall first be recognized by the president and shall then proceed to comment as briefly as the subject permits. Individual speakers shall be allowed three minutes to address the Board on each agenda or non-agenda item. The Board shall limit the total time for public input on each item to 20 minutes. With Board consent, the president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. The president may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add. (BB 9323)
“Questions or concerns expressed may be referred to the Superintendent, Lloyd Webb, for a response or resolution. Those persons wishing to contact the Superintendent may do so by phone at (530) 895-4675 or by email at lwebb@durhamunified.org”

I. STUDENT OF THE MONTH PRESENTATION
Durham Elementary School Students of the Month: Mrs. Hardesty’s 3rd Grade Class
“It’s a Grand Ole Flag” presentation given after the Pledge of Allegiance.

J. DISTRICT REPORTS
1. Students
2. MOT (Maintenance, Operations & Transportation) - Drew Edwards
3. Principal Reports
   a. Durham Elementary School - Shirley Williams
   b. Durham Intermediate School - Jason Bramson
   c. Durham High School – ASB Representative
4. Business Manager, Ron Sherrod
5. Superintendent Report, Lloyd Webb

K. CONSENT AGENDA
1. Minutes of Regular Meeting February 21, 2018
2. Accounts Payable for the Month of February 2018
3. Approve 2017-2018 Spring Athletic Schedules
4. Approve Durham Intermediate Student/Parent Handbook,
5. Approval of the disposal of obsolete textbooks and materials from the Durham High School library as per Durham SD AR 3270.
   **Background:** These items are worn or have been replaced by new editions or adoptions. The volume of obsolete materials can vary throughout, with most materials having little or no estimated value due to age and/or condition. There is need to have authorization in place for ongoing removal of instructional materials that has been declared obsolete. Education Code Section 60510 and 60530, outline procedures for proper disposal of these items. There will be an emphasis to have items with any value sold. Materials with no value may be donated, recycled or sent to disposal.

6. Employment
   Certificated Resignation:

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<td>Ag Teacher</td>
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<td>Patrick Riley</td>
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Field Trip Request:

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<td>DES/DIS</td>
<td>Odyssey of the Mind State Competition, UC Riverside, Riverside</td>
<td>March 23-24, 2018</td>
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<td>DIS</td>
<td>Honors Club 3.5GPA Reward Trip to Oroville Forebay Aquatic Center 9am to 2:45pm</td>
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<td>8th Grade Promotion Celebration Sun Splash, Roseville 8:30am to 6:00pm</td>
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Consent Agenda Approval:

Moved_________ Second_________ Vote: Aye____ Nay____

A. ACTION ITEMS:

1. **Action:** Adoption of Second Interim Budget 2017-2018

   Moved_________ Second_________ Vote: Aye____ Nay____

2. **Action:** Approve Board Resolution #18-12 Ed Code 44258.3 to provide greater flexibility in local teacher assignments in grades K-12.

   Moved_________ Second_________ Vote: Aye____ Nay____

3. **Action:** Approval/Consideration of Contract between Chico Concrete Sawing and Durham Unified School District for a pavement patch at Durham High School.

   Moved_________ Second_________ Vote: Aye____ Nay____

4. **Action:** Approval/Consideration of Contract between Chico Concrete Sawing and Durham Unified School District to install speed bumps at Durham High School.

   Moved_________ Second_________ Vote: Aye____ Nay____

5. **Action:** Approval/Consideration of Contract with Gaynor Telesystems for district-wide surveillance system.

   Moved_________ Second_________ Vote: Aye____ Nay____
   
   
   Moved ________  Second ________  Vote: Aye____  Nay____

7. **Action:** Board Policy Update: First Reading with the option of adoption of Revised Board Policies.
   E4112.9/4212.9/4312.9 New Law – Employee Notifications; AR 4161.1/4261.1/4361.1 New Law – Personal Illness/Injury Leave; BP 5111 New Law – Admission; BP 5111.1 District of Residency; BP/AR 5113 New Law – Absences and Excuses; and BP 3513.4 Drug and Alcohol Free Schools New Amendment.
   
   Moved ________  Second ________  Vote: Aye____  Nay____

8. **Action:** Adoption/Consideration of Durham Elementary Guest Reader policy.
   
   Moved ________  Second ________  Vote: Aye____  Nay____

**B. ITEMS FROM THE BOARD**

**C. RETURN TO CLOSED SESSION – If Needed**

**D. CLOSED SESSION - If Needed**

**E. RETURN TO OPEN SESSION**

**F. REPORT OF ACTION TAKEN IN CLOSED SESSION**

**G. NEXT BOARD MEETING DATE:** April 18, 2018

**H. ADJOURNMENT**  Adjournment Time: __________

Notes: *Agenda item documents are available for public inspection during regular business hours at the District Office. **Handout will be provided at the board meeting. If you require special accommodations to participate in the meeting, please advise Tina Blenn, District Secretary, 48 hours in advance at 895-4675 x227.
Durham Unified School District  
Regular Meeting of the Board of Trustees  
Wednesday, February 21, 2018  
District Boardroom  
9420 Putney Drive, Durham, Ca 95938  

Minutes  
The Regular meeting of the Board of Trustees of the Durham Unified School District was held in the Durham Unified School District Board Room, Wednesday, February 21, 2018 and begun at 6:00 pm.

Trustees Present: Kathy Horn, Ed McLaughlin, Lance Smith & Todd Southam  
Trustees Absent: Alex DuBose  
Staff Members Present: Superintendent Lloyd Webb, Business Manager Ron Sherrod, District Secretary Tina Blenn, Principal Shirley Williams, Principal Jason Bramson and Drew Edwards, MOT Manager  
Staff Members Absent: School Psychologist/Director of Special Education Terry Quinto

A. CALL TO ORDER  
President Todd Southam called the DUSD Board of Trustees meeting to order at 6:00 pm.

B. MOVE TO CLOSED SESSION 6:05 pm

C. CLOSED SESSION  
1. Conference with Labor Negotiators Agency designated representatives: Board President, Unrepresented Employee(s): Superintendent (Government Code 54957.6)  
2. Conference with Labor Negotiators Agency designated representatives: Superintendent Lloyd Webb Employee Organizations: Administrative, CTA, CSEA, and Classified Confidential (Government Code 54957.6)  
4. Public Employee Performance Evaluation: Superintendent (Government Code 54957)  
5. Public Employee Appointment/Employment: Superintendent (Government Code 54957)  
6. Student Expulsion: (1-Student #2017-1) Pursuant to Education Code section 35146. The Education Code requires closed session in these cases to prevent disclosure of confidential student record information

D. RETURN TO OPEN SESSION  
President Southam reconvened Open Session at 7:20 pm.

E. PLEDGE OF ALLEGIANCE  
Drew Edwards led the Pledge of Allegiance.

F. REPORT OF ACTION TAKEN IN CLOSED SESSION  
The Board adopted Resolution #18-09 and #18-10 pursuant to Education Code section 44929.21 and authorized the District’s superintendent to notify the teachers of release from their probationary positions.
G. ITEMS FROM THE PUBLIC:
Mike Sohnrey and Jamie Mendonca requested the Durham Unified School District Board consider adding Sport Shooting to the Sports program at Durham High School. They supported this request with various information ranging from cost, practice, tournaments, scholarship opportunities and other organization endorsements.
Harry Lindahl commented on the above request, stating that he was a member of the Durham High School shooting team years ago and he is all for it. He also requested information regarding, if any, student drug use. Superintendent Webb asked Mr. Lindahl to call him.

H. DISTRICT REPORTS
- **Students of the Month**: Durham High School - Joanna Villegas-Orozco
- **MOT Report, Drew Edwards**
  Repairs: to busses, Nissan and mower. Grounds: Baseball/Sofball fields ready; aerating and top dressing football field after soccer season. Spraying pre-emergent
  Maintenance: 6 new lights, painting elementary kitchen, painting rentals
  Custodial: Doing well; working out problems normally associated with long term absence.
- **Principal Shirley Williams, Durham Elementary School**:
  March 1-Parent teacher conference.
  MathAthon raised $14,000! There will be a staff talent show.
  Gala Tickets are still available, it will be held March 24 at Sierra Nevada’s Big Room.
  The DES garden is producing wonderful things.
  Read Across America, Dr. Seuss Day is March 2nd.
  Professional Development for staff continues in AVID, MAP, QUE, CatapultEMS and Alice.
  Café con las familias meet on the 3rd Friday of the month.
  Enrollment: 494
- **Principal Jason Bramson, Durham Intermediate School**:
  Kindness week celebrated: January 22-26
  Basketball Rally held February 2
  New Staff member: Jamie Memberg, SPED Para-educator
  8th Grade Orientation for student and parents February 13th
  Shady Creek – Outdoor education camp for 6th grade. February 5 – 9th.
  Enrollment 237

1. ATHLETICS: DHS Girls soccer in playoffs, Boys Baseball/Girls basketball in playoffs
   Wrestling won 8th League Title in 9 years, 10 wrestlers have qualified and are going to Masters.
   Coach Awards: Josh Holbrook – Coach of the year Boys Basketball
   Aerin Ferrell – Coach of the year Girls Basketball
   Student Athlete Awards: Jeremy Schaefer, MVP Boys Basketball
   All League: Jordan Boorman, Christopher Kurung, Jace Buck
   Lindsey Bryant, MVP Girls Basketball
   All League: Ali Argo, Blaire Britten, Natalie Thorpe
   Girls Soccer: All League – Nyla Stamy
   Boys Soccer: All League - Grant Patterson and Cory Murasko

2. TECHNOLOGY: replacing unrepairable computers. All District update in wiring is complete.
- **Durham High School, Natalie Thorpe**
  ASB just attended a leadership conference held at Sutter High School.
  Block D Dance very fun
  Homecoming, theme “Home”
  March 10th SCUD dance will be held at Memorial Hall
  Winter sports are going strong.
• **Business Manager, Ron Sherrod**
  Escape Update: functions are now operating as we intended with fewer and fewer hiccups.
  Second Interim: This budget will reflect the variables and proposals presented in the Governor’s budget for 2018-2019 with little to no impact on our budget in terms of revenues for the current year.
  Attendance: Original Budget was 965.63 ADA based on enrollment 1,004
  First Interim Budget was 972.44 ADA based on enrollment 1,011
  P-2 will yield a typical lower, 966.45 ADA on enrollment of 1018
  Technology: Infrastructure wiring complete, waiting for a quote to order final materials to cover the high school in wireless. Contractor will return to install.

• **Superintendent, Lloyd Webb**
  Superintendent Webb will be leading the District in Alice Training beginning with the Elementary Staff on March 6th.

I. **CONSENT AGENDA**
  The Consent Agenda was approved.

  Moved: Ed McLaughlin  Second: Lance Smith  Vote: 4-0  Abstained: 0  Absent: 1

J. **INFORMATION ITEMS:**
  1. **Isom Advisors:** Makiko Sato of Isom Advisors presented the findings of the recent survey regarding value to the community at large for a possible school bond. The results were favorable.
     The Board agreed to move forward into exploring this possible Bond measure.
  2. **2018-2019 DUTA Collective Bargaining proposal**

K. **ACTION ITEMS:**
  1. a. **Action:** Adoption of Resolution #18-09 Release of Certificated Probationary Employees.
     Unanimous vote during closed session.

     Vote: 4-0  Abstained: 0  Absent: 1

  b. **Action:** Adoption of Resolution #18-10 Release of Certificated Probationary Employees.
     Unanimous vote during closed session.

     Vote: 4-0  Abstained: 0  Absent: 1

  2. **Action:** Approve Resolution #18-11 to eliminate or reduce the hours in the number of classified positions, due to lack of work and/ or lack of funds.

     Moved: Ed McLaughlin  Second: Kathy Horn  Vote: 4-0  Abstained: 0  Absent: 1

  3. **Action:** Consideration to approve Durham Little League and Durham Junior Trojan’s Football and Cheer Programs to distribute program information on campuses.

     Moved: Kathy Horn  Second: Ed McLaughlin  Vote: 4-0  Abstained: 0  Absent: 1

  4. **Action:** Approve Agreement for Legal Services with Lozano Smith

     Moved: Kathy Horn  Second: Lance Smith  Vote: 4-0  Abstained: 0  Absent: 1
5. **Action**: Approve E Rate Hardware Evaluation and Contract

Moved: Kathy Horn  Second: Lance Smith  Vote: 4-0  Abstained: 0  Absent: 1

   **Background**: The Durham Recreation and Park District Pool heater failed October 2017. This heater was originally purchased and installed December of 1998. A public bid to remove failed unit and replace with Butte County Air Quality District Compliant Unit began 2-14-2018. Completion is estimated with 45 work days. Target completion date is May 4, 2018.
   Brian Wilson, Director of Durham Recreation and Park District was on hand to answer any questions. The new unit is estimated to cost $50,000. Durham Unified School District uses the pool for P.E. as well as pool parties for the elementary school. The Durham High School swim team also uses the pool and has privately paid for the electricity to heat the pool during swim season. Mr. Wilson asked for a contribution toward the new pool heater by the Durham Unified School District.
   The Board of Trustees agreed that no other team pays for their practice location/use and asked for the average PGE cost per swim season. It was estimated at $3000 per year by the Durham High School swim team. They also acknowledged the pool use by the school district.

   It was proposed by the Durham Unified Board of Trustees to offer Durham Recreation and Park District Board $17,000 to cover the next 5 years of pool service. The Board asked Mr. Wilson to bring this item back after the Durham Recreation and Park District Board’s consideration.

   Moved: Lance Smith  Second: Kathy Horn  Vote: 4-0  Abstained: 0  Absent: 1

L. **ITEMS FROM THE BOARD OF TRUSTEES**
   Kathy Horn: Make sure all field trips are listed on the agenda. We need to retire the two vans that are no longer cost effective to repair.
   Ed McLaughlin: I think it is important to talk to the community about the possible bond. We also need to make sure that next year’s Intermediate Crab Feed does not interfere with the Rotary ticket sales. Rotary is a great supporter of our schools and community.
   Lance Smith: As we stated earlier, regarding the Intermediate Crab Feed date – make sure that you don’t have ticket sales overlapping each other. Rotary is very valuable to Durham. We need to be more proactive to protect our service groups.
   Todd Southam: I really enjoyed having the students here. Thank you Stacey Blake for your great report.

M. **RETURN TO CLOSED SESSION**
   No closed session

N. **NEXT BOARD MEETING DATE**: March 21st, 2018

O. **ADJOURNMENT**
   President Southam adjourned the meeting of the DUSD Board of Trustees at 8:40 pm.

Notes:
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**Handout will be provided at the board meeting.**

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The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.
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2017-2018
Spring Athletic Schedules
Durham High School
# Softball 2018

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Varsity Head Coach: Amy HilQuist  (916) 769-0219  
Assistant Coaches: Jessica Pereira, Jessica Libby, Justine Sonsteng, Bryan Parker  

Athletic Director: Amy HilQuist - dhsathletics10@gmail.com  
Athletic Administrator: Jason Bramson  
Superintendent/Principal: Llyod Webb
<table>
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<td>*Williams</td>
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</tbody>
</table>

Varsity Head Coach: Brian Glover - coachglover10@gmail.com
Assistant Coaches: Jason Slightorn, Andrew Teats
Frosh/Soph Coach: Tony Longuera - tlo9@me.com

Athletic Director: Amy HilQuist - dhsathletics10@gmail.com
Athletic Administrator: Jason Bramson
Superintendent/Principal: Llyod Webb
## Track and Field 2018

<table>
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<tr>
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Varsity Head Coach: Mark Chavez (530) 228-0696
Assistant Coaches: Bryan Schake, Jake Konyn, Rebecca Dennis, Gilbert Zamore, Dana Bill, Alex Sanchez

Athletic Director: Amy HilQuist - dhsathletics10@gmail.com
Athletic Administrator: Jason Bramson
Superintendent/Principal: Lloyd Webb
<table>
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<td>5/7-8</td>
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Varsity Head Coach: Colleen Couts - ccouts@durhamunified.org

Athletic Director: Amy HilQuist - dhsathletics10@gmail.com
Athletic Administrator: Jason Bramson
Superintendent/Principal: Lloyd Webb

updated: 2/14/2018
DURHAM INTERMEDIATE SCHOOL STUDENT/PARENT HANDBOOK

Welcome to Durham Intermediate School!

On behalf of the Durham Intermediate School faculty, I welcome your student and their family to Durham Intermediate School (DIS). This is my second year as the DIS principal, and I am very excited for the 2018-19 school year. DIS is an excellent school, which provides many academic, social-emotional, athletic and extracurricular activities for students in grades 6th - 8th.

The purpose of this handbook is to give the reader a better understanding of the expectations, policies, and procedures that are essential to the successful operation of our school.

Our goal is to provide you with information that will enable your student to have a successful career at Durham Intermediate School. Please take the time to review this handbook, in depth, and sign the final page indicating that both the student and parent/guardian have done so.

Students that return that form to their homeroom teacher by 9:35 on Friday, August 18th will receive an Achievement Award for a personal pizza at Round Table.

It is important that we work as a team to create a safe, caring, and supportive environment that allows all students to work to their potential. These transitional years have great impact on a student's academic career and to their development as responsible, caring members of our school community and society.

The Durham Unified School District and DIS is unique for its culture, parent involvement and excellent student behavior-manners and high academic achievement. We have a veteran staff with dedicated, competent, hard-working and creative teachers. Our certificated teaching staff goes the extra mile for our students. They dedicate their time before school, at lunch and after hours to support our students in being successful as we prepare them for high school.

Our campus climate can be defined as: safe, caring, supportive and fun. Students enjoy going to school at DIS. We offer many programs, field trips, extracurricular activities and clubs. When visiting campus you'll see happy adolescent students excited to learn, making it to class on time, supporting their classmates, excelling on the athletic field and striving for excellence in the classroom.

In all, we have an excellent school which has a very positive school climate that promotes the best in our staff and students. We believe in offering a rigorous curriculum supporting the California Common Core State Standards. We challenge our students to succeed to their fullest ability; whether it be in achieving high grades and test scores, excelling on the athletic field/court, performing their best in the arts/music or being a positive role model on campus.

I encourage you to come visit our school. Our office staff and I are happy to speak to you or give you a tour of our campus. Stop by our school, or contact us at 895-4690. You can also email me at jbramson@durhamunified.org for more information.

Best wishes for a safe, fun, educational and very productive school year!

Sincerely,

Jason Bramson, Principal
Durham Intermediate School

ATTENDANCE POLICY

The staff at Durham Intermediate School believes, and research has shown, that regular attendance and punctuality improve academic progress and develop responsibility in students. State law requires:

**EXCUSED ABSENCES**
Absences may be excused for the following reasons:

- illness
- medical appointments
- family bereavement
- religious holidays
- court appearance

**TARDIES**
All students are expected to be in class, on time, for each classroom period, every school day. School begins at 8:40 AM each day. Students not in class, when the tardy bell rings, shall report to the office to receive a tardy slip. Students must show their tardy slip to their classroom teacher when they enter class late. Students will be allowed two tardies without disciplinary consequences. Tardies will reset to zero at the end of each semester. Consequences for tardies are as follows:

- 3rd Tardy – Single detention
- 4th Tardy – Double detention
- 5th Tardy – Triple detention
- 6th Tardy – Single detention and loss of privilege (dance, athletic game participation, extracurricular activity)
- 7th Tardy + Parent conference and disciplinary consequences at administrative discretion.

See more information regarding detentions on Pgs. 4-5.

**CLEARING AN ABSENCE**
Before returning to school from any absence, students must clear the absence with the front office. In order to comply with district policy, the school must keep on file a note from home, or a telephone log, giving the reason for each absence. The following information must be included in either the phone message or note:

- Date of absence(s)
- Specific time student was absent, if only a portion of the day
- Exact reason for absence
- Parent/Guardian signature or verbal verification via telephone

Parents are encouraged to notify the office before 8:15 a.m. if a student needs to leave school early. A parent/guardian must either call the office or send a note before permission to leave school is given. No student will be released unless a parent/guardian has notified the office. Students coming directly to school from early appointments must bring notes and report to the office for an admit slip.

**P.E. EXCUSES**
If for any reason a student cannot take part in full physical education activities, a note must be brought from parents or guardian and must state the reason, duration, date of doctor’s release, and degree of limitation of activity. Students still are required to dress out if they have an excuse. Notes for P.E. excuses must be brought to the P.E. teacher. Written confirmation from a physician is required for an excuse longer than three days.

If a student does not dress down and participate in P.E. due to illness or injury, the student may not participate in school related games or practice.
The rules you are about to read in the code of conduct supplement and are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These rules support, but do not limit, our authority.

STANDARDS OF STUDENT BEHAVIOR

GENERAL SCHOOL RULES AND CITIZENSHIP
Follow rules and laws. Respect authority, property, and the rights of others. Maintain standards of integrity and responsibility. Students who violate school rules are subject to disciplinary action.

- Students will not interfere with a teacher’s responsibility to teach and any students’ right to learn.
- Students will treat others with courtesy and respect.
- Students will treat school property and the property of others with respect.
- Gum and soda or energy type drinks are not allowed on campus at any time.
- Hats are not allowed to be worn in any building.
- Spitting is not allowed.
- Students will be in their classrooms before the tardy bell rings, seated, and with necessary materials for their classes.
- Fighting, pushing, and/or horseplay of any type are considered poor behavior
- Gambling of any sort is not permitted.
- Gangs or gang related activities are strictly prohibited. Use of gang related conversation, and drawing of gang related symbols on books, binders, backpacks, or school property is prohibited.
- Public Displays of Affection (PDA) are considered poor behavior and are unacceptable anywhere on school grounds.

CITIZENSHIP GRADE
Students receive citizenship grades each quarter on their report card in addition to academic grades. Citizenship grades are based on attitude, cooperation and behavior, but will not be included in the calculation of a student’s grade point average (GPA). This grade may be used as criteria for participation in school related activities. Grades will be assigned as follows:

O = Outstanding  
S = Satisfactory  
N = Needs Improvement  
U = Unsatisfactory

LOSS OF PRIVILEGES
Students who have multiple referrals, detentions, suspensions or receive 3 “U” reports on their Citizenship grades may be placed on the “Hold List” for the following quarter. Students may not be allowed to take part in dances or other extra-curricular activities. 8th grade students on the “Hold List” at the 4th quarter progress report may not be allowed to participate in the 8th grade trip or promotion activities.

PROMOTION CEREMONY REQUIREMENTS
The academic requirements for a student to participate in the promotion ceremony are as follows. An earned grade point average (GPA) of 2.0 or greater is required.

This GPA is calculated on a 4 point scale and will include cumulative grades from the eighth grade year. In other words, a student must earn a 2.0 average for all four quarters combined.
Grade points are determined as follows: A=4 points, B=3 points, C=2 points, D=1 point, F=0
**STUDENT STUDY TEAM**
The Student Study Team may be composed of counselors, administrators, teachers, a district psychologist, and other school personnel. Students with academic, attendance, and/or behavior problems may be referred to this committee. This committee may suggest new approaches to help the student and his/her family.

**HARASSMENT**
The Durham Unified School District shall take reasonable steps to provide a school environment without unlawful harassment, including sexual harassment, and shall maintain an environment in which all students and adults model this behavior and are treated with dignity and respect. Therefore, no student or adult shall be subjected to sexual overtures or conduct, verbal, visual, or physical that is unwelcome. Such conduct is unacceptable and will not be tolerated. Sexual and other unlawful harassment violates state and federal law, and District policy.

**BULLYING**
**DUSD Definition of Bullying:**
Bullying contains the following three important components:
- Bullying is aggressive behavior that involves unwanted, negative actions
- Bullying involves a pattern of behavior repeated over time.
- Bullying involves an imbalance of power or strength.

"A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself."

Types of Bullying:
1. Verbal bullying including derogatory comments and bad names
2. Bullying through social exclusion or isolation
3. Physical bullying such as hitting, kicking, shoving, and spitting
4. Bullying through lies and false rumors
5. Having money or other things taken or damaged by students who bully
6. Being threatened or being forced to do things by students who bully
7. Racial bullying or Sexual bullying (sexting)
8. Cyber bullying (via cell phone or Internet)

Durham Intermediate School will enact the Bully Behavior Continuum for acts defined as bullying.

**SCHOOL DISCIPLINE & CONSEQUENCES**

**Detention**
Students may be assigned detention before school, at break, during lunch or after school for violating school rules. Any school staff member may assign a detention. Students will receive a disciplinary referral with the reasons for the detention as well as the length and time/location the detention needs to be served. In most circumstances, students will be issued lunch detention. Students will have the opportunity to eat lunch, and then will be assigned trash pickup for the remainder of the lunch break.

Each disciplinary referral issued will result in 2 lunch period detentions. However, if students return the disciplinary referral (with a parent/guardian signature), on the next school day they are in attendance (before 9:45 to the office), the detention will be reduced to only one lunch period.
Detention (Progressive Matrix)

1-5 detentions- 2 lunch periods of trash pick-up per detention

6-7 detentions- 3 lunch periods of trash pick-up per detention & loss of 1 school dance (parent phone call from principal)

8-9 detentions- 4 lunch periods of trash pick-up per detention & loss of 2 school dances (parent conference required with principal)

10 detentions and more- Student placed on the “Hold List” and loss of all extra-curricular privileges

In-School Suspension

In-school suspension may be assigned in lieu of at-home suspension. Students will receive work from their regular teachers to be completed during this time.

Suspension

The student is informed that he/she is subject to a suspension (up to five days). The student’s parent or guardian is notified by telephone or in person that the student is subject to suspension from school. The student’s parent/guardian must conference with a school administrator before the student may return to school.

Expulsion

The student will be informed that he/she is subject to expulsion. The student’s parent/guardian is notified by telephone and certified letter that the student is subject to expulsion. A hearing with the principal will be held at the school with the family following any recommendation for expulsion. The expulsion does not become effective until the due process procedure has been completed and reviewed by the School Board.

Note: A student may be suspended, expelled, or referred to the appropriate law enforcement agency for any suspend-able or expellable incident which relates to school activity or to school attendance occurring within a school in the Durham Unified School District. The incident may occur at any time including, but not limited to, the following:

- While on school grounds.
- While going to or coming from school.
- During the break or lunch period.
- Off school grounds, including weekends and vacations, but is school related in some way.

DRESS GUIDELINES

Standard dress and grooming is the responsibility of students and their parents, except in cases where reasonable standards are required in some activities outside the regular school day, and where necessary for reasons of health and safety.

If a manner of dress, grooming and/or appearance disrupts the normal educational process, or causes a school disruption, school administrators shall take necessary action to correct the situation. Students may be given loaner clothing, asked to change their attire, withheld from class, and or ask their parents to bring appropriate clothing. The following guidelines shall apply to all regular school activities:

- Footwear that provides safe participation in school activities must be worn at all times.
- All articles of clothing, patches or buttons that have slogans advertising alcoholic beverages,
illegal substances, gang affiliation or bearing suggestive slogans are not allowed.

- Hats, caps or other head coverings may not be worn indoors at the discretion of the teacher/supervisor.
- Clothes shall be sufficient to conceal undergarments at all times. Pants may not be worn low enough that underwear is visible. See-through or fishnet fabrics, halter tops, off the shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are not appropriate attire for school.
- Personal grooming will not be allowed in instructional areas.
- Costumes/sleepwear and slippers shall be worn only for approved school activities.
- School issued sports uniforms are only to be worn at athletic contests, not during P.E. or during the school day.

The principal may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities such as the promotion ceremony.

**PHYSICAL EDUCATION DRESS GUIDELINES**

P.E. uniforms are required. They may be purchased at North State Screen Print in Chico (895-9193) and at Back to School Night. These clothes are to be used for P.E. only and may not be worn to class or under school clothing. Both the shirt and the shorts must be clearly marked with the student’s last name. No other markings or coloring are allowed on P.E. clothing. If uniforms are marked, colored, or torn, a replacement uniform will be required. Athletic shoes are required. In cold weather, a sweatshirt and/or sweatpants may be worn. Shorts and sweatpants shall be worn at the waist. No underwear shall be visible.

**ATHLETICS & ELIGIBILITY**

Durham Intermediate School competes with other middle schools in the area in after school leagues. We have basketball teams for both boys and girls in the 6th, 7th, and 8th grades.

To be eligible and participate in athletics, students must:

- Complete the Acknowledgment & Assumption of Potential Risk form.
- The student athlete must be in good behavioral standing and not currently be on the “Hold List”
- The student-athlete shall attend a minimum of three entire class periods on the day of the tryout/practice/game. Students are exempt from this rule with proof of a doctor’s note excusing the absence.
- Student athletes shall change clothes and participate fully in their physical education class the day of the athletic event.
- Maintain at least a 2.0 GPA and be passing all classes with NO F’s according to the most recent quarter report card grades. 4th quarter grades will affect eligibility for students entering the next grade in the fall. This also pertains to students entering ninth grade at Durham High School.
- If a student’s GPA is in the 1.50-1.99 range and/or received an “F”, the student-athlete may use a 1 Time/1 Quarter only (during 3 years of middle school) academic probation period. An academic probation conference is required with the student-athlete, parent/guardian and principal prior to having the probation granted. Students will be ineligible to participate in all activities until the academic probation contract is signed by all parties. The probation period is for only one grading period (one quarter). Students earning below a 1.50 GPA and/or multiple “F’s” are not eligible for Academic Probation.
- Students using their Academic Probation will forfeit 3 athletic contests. Student athletes will be required to attend all team functions including practices and games. Student athletes will not be allowed to dress for games or miss any school time to attend games.

- Report card grades come out on Fridays. Athletic ineligibility will begin, the first Monday, following the date report cards were issued.

- Coaches may require athletes to provide a weekly, biweekly or monthly grade report from their PowerSchool. Students who are not compliant with the coaches’ expectations for grade checks, may have participation consequences based on the coaches’ discretion.

To minimize wear and tear, school issued uniforms are only to be worn at athletic contests, not during P.E. or during the school day.

BIKE RACK/BICYCLES, SKATEBOARDS, ETC.
Bikes must be walked on campus and locked in the bike racks provided. Durham Intermediate School cannot be held responsible for theft of bicycles or bicycle parts. Owners are encouraged to register their bikes with the Police Department. Students must use bicycle helmets to and from school as required by law.

No bikes, skateboards, roller blades, or Razor scooters are to be used on campus any time.

BUS TRANSPORTATION
State law closely regulates bus transportation. Students are reminded that they are under the authority of the driver and/or faculty member in charge. It is a PRIVILEGE, not a right, to ride on a school bus. The following is a partial list of rules that must be observed.
- Do not throw objects in or out of the bus.
- Do not use profanity or vulgarity.
- Do not use boisterous conduct.
- All riders must remain seated while the bus is in motion.
- No eating, drinking or chewing gum.

The above list is by no means comprehensive in nature. These are to be used as a guide only. If a problem arises, the driver will notify the administration of the violation. This could result in the loss of bus riding privileges.

PANTHER PROWL
The Panther Prowl is the school yearbook. Pictures will be taken throughout the school year for various activities. The cost of the yearbook is usually $30 during early pricing. There is a deadline for ordering which will be advertised. If you miss the deadline, you may not get a book, so listen carefully for this announcement.

DANCES
Durham Intermediate School sponsors several dances each year. These teacher and parent chaperoned events are for Durham Intermediate School students only (unless otherwise cleared by the school principal, in advance, for special circumstances. Students absent or suspended the day of the dance may not attend. Students on the “Hold List” list will not be allowed to attend. School dress guidelines apply at all dances. Students shall maintain at least a 2.0 GPA and be passing all classes with NO F’s according to the most recent quarter report card grades to be eligible to attend any school dance. Fourth quarter grades will affect dance eligibility for six graders going into seventh grade and seventh graders going into eighth grade.
HEALTH SERVICES
Durham Intermediate School has a nurse assigned only on a part time basis. The nurse or health aide will assist the students in the areas of health counseling, screening tests for vision and hearing, and giving first aid. All students who are injured or become ill at school must check out through the office before leaving school. ALL injuries happening on campus should be reported by the student to the teacher in charge. If a teacher is not available, report to the nurse’s office.

Administration of Medication by School Personnel:
Should it be necessary for your child to take medication at school, you must provide the school with written permission and a written statement from a health care provider/doctor detailing the method, amount, and time schedule by which such medication is to be taken. Medicine at school must be kept in the original pharmacy container. All medication must be kept in the nurse’s office. No medicine (prescription drugs or non-prescription drugs) including aspirin substitutes will be given at school unless the above conditions are met.

INSURANCE
The district does not carry insurance for accidents or injuries that might occur to individual students. For a nominal fee, parents may purchase limited accident insurance which pays medical and hospital benefits for pupils injured while under the supervision of the school. Students who participate in after school sports programs must be covered by insurance.

LOCKERS
Students are issued lockers for books and for P.E. Students should not share lockers or locker combinations with other students. P.E. Lockers are for P.E. use only and should not be used to store other items. Students are allowed in the locker room only during their P.E. class. Administration reserves the right to search lockers at any time.

PERSONAL PROPERTY
Students should have in their possession only materials and items directly related to the learning process. Items such as rubber bands, squirt guns, water balloons, permanent markers, eggs, shaving cream, matches, cigarette lighters, etc. are not allowed on campus without permission. Students assume responsibility for loss or damage to their clothing, equipment, books, electronics, or instruments. Large sums of money and articles of real or sentimental value should not be brought to school. DIS, nor DUSD are not responsible for any lost or stolen personal items.

SCHOOL PROPERTY
Students participating in athletics will be issued uniforms which are school property. Students shall be responsible for keeping uniforms in good order, and return them to the coach at the end of the season. Students-athletes that do not return their issued uniforms in on time may be subject to disciplinary consequences up to and including detention, being placed on the hold list and/or loss of privileges. Students/parents/guardians shall be responsible for reimbursing the school for uniforms that are lost, stolen or damaged.

TEXTBOOKS & LIBRARY BOOKS
Students will be issued text books and may check out library books which are school property. Students shall be responsible for keeping textbooks/library books in good order, and return them to school at the end of the school year/due date or upon withdrawing from school. Books should be kept in student lockers or in their backpacks. Books should not be left on campus where they could be lost, stolen or damaged. Students who act irresponsibly, and leave textbooks/library books on campus, after 3:15 PM, will be subject to disciplinary consequences up to and including detention, being placed on the hold list and/or loss of privileges. Students/parents/guardians shall be responsible for reimbursing the school for books that are lost, stolen or damaged.
CLOSED CAMPUS
Durham Intermediate is a closed campus. Students are not to leave campus during school hours. Before and after school, students are to remain on campus until their transportation arrives. Students are not allowed to go to the elementary or high school without prior permission.

PANTHER PRIDE
Show pride in your school by keeping the grounds and buildings free of litter. Students are expected to clean up their area after break and lunch. It is possible that the privilege of break could be taken away. Students that are observed littering, throwing food, defacing school property, etc., face disciplinary action from the school administration. This may include, but is not limited to work details, campus clean up as well as detention and/or suspension.

PAWS-ITIVE RECOGNITION
Our school promotes the positive recognition of our students. Teachers and other staff members may recognize students for their positive actions or achievements on campus. Students recognized will be given a slip with for the reward. Students shall place the duplicate copy in the Paws-itive reward jar in the office. The principal does random draws throughout the week and students can earn prizes.

TELEPHONES/PERSORAL ELECTRONIC DEVICES – (PED’s)
Cell Phones: we have been having increased student cell phone use at school. Please refer to the policy below, which all students and parents signed, which is it contained in our student and parent handbook.
DIS encourages responsible use of personal electronic devices - PED’s. Cell phones and all other PED’s may not be used on campus during the instructional day without specific permission from a staff member. Each teacher will have classroom policies posted. General campus guidelines include:
- A PED may be used for personal use only before or after school hours.
- Students may not text, video, record, or photograph at any time during school hours without specific permission from a teacher or administrator.
- Within the classroom, the teacher’s PED policy will be established and posted.
- PED’s must remain on silent, out of sight, unless teacher permission is granted.
- PED’s may be used on the school bus at the discretion of the driver or supervising adult.
- Students will use the district Wi-Fi while on DUSD campus.

1st offense- Requires pick up by the student’s parent or guardian at the end of the school day.
2nd offense- Results in detention and loss of privilege for one week.
3rd offense + Requires in student loss of PED privileges at school for the quarter.
The phone in the office is available and can be used with permission from office personnel. The staff of Durham Intermediate School recommends that electronic devices be safely left at home and reminds that security of all such items on campus are the responsibility of the student.

LUNCH TIME /CAFETERIA RULES
All lunches will be eaten in the cafeteria. You may bring your lunch from home or purchase lunch in the cafeteria. In an effort to keep our campus clean, no one will be allowed to eat on the grounds without permission from the principal. Students are expected to clean up their own eating areas and to place trash in the trash barrels. If students litter, they will be subject to disciplinary action. Courteous and responsible behavior is expected in the lunch room. All lines must be single file. After eating, students are to return to the DIS campus.

COMPUTER AND INTERNET USE
Each student must complete and return the district approved Internet Use Agreement to use the technology at Durham Intermediate School.
In addition, students may not take photos or video of others without permission. Students who violate this rule may be subject to serve detention or suspension.
CLUBS
Clubs at Durham Intermediate School have been successful in providing activities for interested students. If students want to start a club, they may petition Student Council and find a staff advisor. The clubs may conduct fundraisers, take field trips, provide lunchtime activities for members, and sponsor other school events. We encourage students to become involved at the school in the California Junior Scholarship Federation (CJSF), American Heritage (8th grade only), and the Student Council.

ASBO
Students are members of the Associated Student Body Organization. Decision-making is done by the Student Council, which is made up of elected officers and representatives from each class. The Council acts as a voice of the student body. Students are free to express their ideas to their representatives, who will bring the ideas to be heard at the Student Council meetings. Student Council plans various activities throughout the year. Activities include dances, field trips, assemblies, class competitions, lunch activities, clubs, sports, and spirit days.

CJSF
California Junior Scholarship Federation is a statewide “Scholarship for Service” club. Students who qualify may apply for membership in CJSF and are eligible for honor society trips, recognition at promotion, statewide memorial awards, and admission to the high school CSF. This program is available to 7th and 8th grade students. Students must maintain a high grade point average (GPA) and good citizenship.

UPS
The United Panther Society is a kindness club for 7th and 8th graders whose mission is to promote kindness, service and positivity on campus. The club meets weekly to participate in group activities for fun and learn to build supportive and caring relationships that inspire them to be kind and make a difference in their community. Throughout the year students will develop and implement activities to foster a positive campus environment.

VISITORS
Durham Intermediate encourages parents to visit. All visitors must sign in. DIS encourages parents to give at least a 24 hour advanced noticed and or obtain prior teacher or administrative permission before visiting classes. Visitor passes may be rescinded in cases of disruptive or otherwise inappropriate behavior. Durham Intermediate School does not allow student visitors.

SCHEDULE CHANGES/REQUESTS
A student’s schedule may have to be changed for special circumstances. The teaching staff and administration do not recommend schedule changes during an academic quarter. Schedule changes should occur at the end of a quarter/semester. Schedule changes will be granted by administration only. It must be in the student’s best social/academic interest for a schedule change to be approved.

DUSD Climate and Culture Vision Statement
DUSD promotes a safe, respectful, and supportive school climate. Both students and staff are positive role models of empathy and civil communication. Adult staff provides positive relationship building and comprehensive student supervision. Students and staff are tolerant and inclusive of diversity.
<table>
<thead>
<tr>
<th>Misconduct</th>
<th>Minimum</th>
<th>Maximum</th>
<th>Repeated Offense*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol/Drug providing and/or sales, offer to sell, sell, or attempt to sell, deliver or furnish</td>
<td>1-5 days suspension/parent conference, Sheriff's citation</td>
<td>Expulsion, Sheriff's citation</td>
<td>5 day suspension, Board expulsion, Sheriff's citation</td>
</tr>
<tr>
<td>Alcohol/Drug use, or possession; under the influence</td>
<td>3-5 day suspension/parent conference</td>
<td>3-5 day suspension, expulsion, Sheriff's citation</td>
<td>5 day suspension, Board expulsion, Sheriff's citation</td>
</tr>
<tr>
<td>Attack upon School Personnel</td>
<td>3-5 day suspension/parent conference</td>
<td>Sheriff's citation, Expulsion, Parental conference, Suspension</td>
<td>Loss of bus privileges (semester or year)</td>
</tr>
<tr>
<td>Bus Referral</td>
<td>Conference/loss of bus privileges, Parental contact</td>
<td>Conference/loss of bus privileges (1 week-1 month)</td>
<td></td>
</tr>
<tr>
<td>Defiance of Authority/Disrupting school activities/Excessive Tardy/Missing Detention</td>
<td>Conference, Detention</td>
<td>1-5 day suspension, Expulsion</td>
<td>5 day suspension, Board Expulsion</td>
</tr>
<tr>
<td>Disorderly Conduct/Roughhousing</td>
<td>Conference, Detention, Suspension</td>
<td>1-5 day suspension, Expulsion</td>
<td>5 day suspension, Board Expulsion</td>
</tr>
<tr>
<td>Display of Affection</td>
<td>Student conference, Detention, Parental contact</td>
<td>Parental contact, Detention, 1-5 day suspension</td>
<td>1-5 day suspension</td>
</tr>
<tr>
<td>Dress Code</td>
<td>Conference, Parental contact</td>
<td>Detention, 1-5 day suspension</td>
<td>1-5 day suspension</td>
</tr>
<tr>
<td>Electronic Devices Possession or Use(pagers, phones, laser pointers)</td>
<td>Confiscation with Parental pick-up of device</td>
<td>Detention and/or Suspension</td>
<td>1-5 day suspension</td>
</tr>
<tr>
<td>Extortion or Robbery, taking or attempting to take money or something of value through threats</td>
<td>Restitution, Parental conference, Sheriff's citation, 1-5 day suspension</td>
<td>Restitution, Sheriff's citation, Expulsion</td>
<td>Restitution, Sheriff's citation, Expulsion</td>
</tr>
</tbody>
</table>

*Revised 3-12-18*
<table>
<thead>
<tr>
<th>Infraction</th>
<th>1-5 day suspension</th>
<th>Expulsion, Sheriff’s citation</th>
<th>Expulsion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fighting, caused, attempted to cause, or threatened to cause physical injury to another person</td>
<td></td>
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</tr>
<tr>
<td>Fire alarm: tampering with or setting off when no fire exists/Arson</td>
<td>Report with Sheriff's Dept. and Fire Marshall, Restitution, 1-5 day suspension</td>
<td>Report with Sheriff's Dept. and Fire Marshall, Restitution, 1-5 day suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Firecrackers, party poppers, sparklers, CO₂ or explosive devices (use, possession or sell)</td>
<td>Student conference, 1-5 day suspension</td>
<td>Sheriff citation, 1-5 day suspension, Expulsion</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Forgery (signing another person’s name to official school documents, notes, etc.)</td>
<td>Parental conference, Detention</td>
<td>1-5 day suspension, Expulsion</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Gambling</td>
<td>Parental conference, Detention</td>
<td>1-5 day suspension, Expulsion</td>
<td>1-5 day suspension</td>
</tr>
<tr>
<td>Hazing (forcing another person to do demeaning or harmful things)</td>
<td>1-5 day suspension, Parental conference, Sheriff's citation</td>
<td>1-5 day suspension, Sheriff's citation</td>
<td>1-5 day suspension, Expulsion</td>
</tr>
<tr>
<td>Loitering</td>
<td>Warning</td>
<td>1-5 day suspension, Expulsion</td>
<td>1-5 day suspension, Expulsion</td>
</tr>
<tr>
<td>Obscene Behavior, Profanity/ Vulgarity</td>
<td>Student and/or Parental conference, Detention and/or Suspension</td>
<td>1-5 day suspension, Expulsion</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Off campus without permission</td>
<td>1 hour detention</td>
<td>Suspension</td>
<td>1-5 day suspension</td>
</tr>
<tr>
<td>Physical Assault</td>
<td>Parental conference, 1-5 day suspension</td>
<td>1-5 day suspension, Sheriff's citation</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Possession or sale of drug paraphernalia</td>
<td>Conference, Confiscation, Sheriff’s citation, 1-5 day Suspension</td>
<td>Expulsion, Sheriff’s citation</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Reckless Bicycling, Excessive Speed</td>
<td>Detention, Student conference</td>
<td>1-5 day suspension, Expulsion</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Violation</td>
<td>Primary Reprimand</td>
<td>1-5 day suspension</td>
<td>1-5 day suspension/expulsion</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------</td>
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<td>-------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Skateboarding on campus</td>
<td>Detention</td>
<td>1-5 day suspension</td>
<td>1-5 day suspension/expulsion</td>
</tr>
<tr>
<td>Sexual/Ethnic Harassment (verbal or written abuse)</td>
<td>Conference</td>
<td>1-5 day suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Squirt guns, water balloons, etc., and/or throwing objects</td>
<td>Conference, Confiscation, Detention</td>
<td>1-5 day suspension</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Taking photos or videos of staff or students without permission.</td>
<td>Conference, Detention, and/or Suspension</td>
<td>1-5 day suspension</td>
<td>1-5 day suspension, Expulsion</td>
</tr>
<tr>
<td>Theft (stealing or attempting to steal)</td>
<td>Restitution, Conference, Detention and/or Suspension</td>
<td>1-5 day suspension, Restitution, Sheriff's citation, Expulsion</td>
<td>1-5 day suspension, Expulsion, Sheriff's citation, Restitution</td>
</tr>
<tr>
<td>Tobacco use/ Possession</td>
<td>Detention, Parental conference</td>
<td>1-5 day suspension</td>
<td>1-5 day suspension, Expulsion</td>
</tr>
<tr>
<td>Vandalism (destroying or damaging school property)</td>
<td>Detention, Restitution, Conference</td>
<td>1-5 day suspension, Sheriff's citation, Restitution, Expulsion</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Verbal Abuse</td>
<td>Detention, Parental conference</td>
<td>1-5 day suspension, Expulsion</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Weapons or Replicas (use or possession of any object which could inflict injury)</td>
<td>1-5 day suspension, Parental conference, Confiscation, Sheriff's citation</td>
<td>Expulsion</td>
<td></td>
</tr>
</tbody>
</table>

*Repeated offenses may result in a recommendation of expulsion.*
### DUSD Bully Behavior Continuum

<table>
<thead>
<tr>
<th>Mild</th>
<th>Moderate</th>
<th>Severe</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Physical Aggression</strong></td>
<td>Defacing Property Stealing</td>
<td>demeaning and humiliating physical acts Locking in a confined space</td>
</tr>
<tr>
<td>Spitting</td>
<td>Kicking</td>
<td>Physical violence against family or friends</td>
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<tr>
<td>Pushing Shoving</td>
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<td>Threatening with a weapon</td>
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<tr>
<td></td>
<td></td>
<td>Inflicting bodily harm</td>
</tr>
<tr>
<td><strong>Verbal Aggression</strong></td>
<td>Publicly humiliating Intimidating phone calls</td>
<td>Verbal threats of violence or of inflicting bodily harm</td>
</tr>
<tr>
<td>Name Calling Mocking</td>
<td>Setting up to look foolish Spreading rumors</td>
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</tr>
<tr>
<td><strong>Social Alienation</strong></td>
<td>Ethnic slurs Setting up to take blame</td>
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</tr>
<tr>
<td>Including electronic</td>
<td>Excluding from a group Social rejection</td>
<td></td>
</tr>
<tr>
<td>Gossiping Embarrassing Someone</td>
<td>Teasing about clothing or possessions</td>
<td>Maliciously excluding</td>
</tr>
<tr>
<td><strong>Intimidation</strong></td>
<td>Excluding from a group Social rejection</td>
<td>Threatening with total isolation by peer group</td>
</tr>
<tr>
<td>Including electronic</td>
<td>Threatening to reveal personal information Graffiti</td>
<td>Maliciously excluding</td>
</tr>
<tr>
<td></td>
<td>Defacing property or clothing Dirty tricks</td>
<td>Manipulating to achieve rejection</td>
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<tr>
<td></td>
<td>Taking possessions (lunch, clothing, toys, money)</td>
<td>Malicious rumor mongering</td>
</tr>
<tr>
<td></td>
<td>Extortion</td>
<td>Threatening with coercions against family or friends</td>
</tr>
</tbody>
</table>

### DUSD Bully Behavior Consequences

<table>
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<tr>
<th>Incident</th>
<th>Consequences</th>
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<tbody>
<tr>
<td>First</td>
<td>Discipline consequences as appropriate per Behavior and Consequences: (Mild) Conference/ parent conference/ Detention</td>
</tr>
<tr>
<td>Second</td>
<td>(Severe) 1-5 day Suspension</td>
</tr>
<tr>
<td>Third</td>
<td>Student Study Team Referral</td>
</tr>
<tr>
<td>Fourth</td>
<td>Pattern of Bullying Established (Mild-Severe) 1 - 5 day suspension</td>
</tr>
<tr>
<td></td>
<td>Student Study Team Referral /Referral to Intervention Counseling</td>
</tr>
</tbody>
</table>

-Durham Intermediate School 2016-2017 Student Handbook-
March 2, 2018

Durham High School Surplus Books

To Durham Unified School District:

The following pages contain a list of titles pulled from the stacks of the Durham High School Library.

These titles have been analyzed and nominated for deletion by the Library Technician.

The library requests approval to delete the records from the catalog system.

The discarded materials will be distributed as donations to interested students, staff or public.

Alicia Walters

Library Technician,
Durham High School

Books nominated for discard/deletion based upon the criteria from California Department of Education 60510 and 60530.
<table>
<thead>
<tr>
<th>Title</th>
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DURHAM UNIFIED SCHOOL DISTRICT
FIELD TRIP REQUEST

Date Submitted: 3-12-2018

School Site: D.I.S. and D.E.S. Program: GATE Seat Count: NA

Requesting Party: Mrs. Jacqueline Lincoln Phone: 530-521-1150 Cell: 530-521-1150

Purpose of Trip: Continuation from Regional 0.1.1 win to State Tournament

Date of Trip: March 23rd - 24th Day of Week: Friday - Saturday

Contact Name: Jacqueline Lincoln Cell: Lyndi Webb

TYPE OF TRANSPORTATION REQUESTED

___School Bus ___Charter ___District Van ___Parent Driver

Have DMV records been checked for parent driver yes no 

Destination: Riverside, UC Riverside

Address: 900 University Ave City: Riverside State: CA

Scheduled Departure Time: 8am March 23rd Scheduled Return Time: TBA (March 24th)

Payment Method: ___ASB Funds ___PTS ___Budget Transfer

Hotel: Dynasty Suites 3735 Iowa Ave, Riverside CA 92507

APPROVALS:

Principal: ___________________________ Superintendent: ________________

Date: ___________________________ Date: 3-12-2018

Revised Form: 2/25/11
DURHAM UNIFIED SCHOOL DISTRICT

FIELD TRIP REQUEST

Date Submitted: March 6, 2018

School Site: DIS Program: Honors Club Seat Count: 130 +

Requesting Party: E. Voris Phone: 845-4690 Cell:

Purpose of Trip: Reward for Honor Students maintaining 3.5 GPA

Date of Trip: April 20, 2018 Day of Week: Friday

Contact Name: Alternate if bad weather April 21st Cell:

TYPE OF TRANSPORTATION REQUESTED

☑ School Bus ☐ Charter ☐ District Van ☐ Parent Driver

- Have DMV records been checked for parent driver yes ☐ no ☐

Destination: Forebay Aquatic Center

Address: 930 Garden Drive City: Oroville State: CA

Scheduled Departure Time: 9:00am Scheduled Return Time: 2:45 pm

Payment Method: ☑ ASB Funds ☐ PTS ☐ Budget Transfer

APPROVALS:

Principal: Date: 3/6/18

Superintendent: Date: 3/6/18
DURHAM UNIFIED SCHOOL DISTRICT
FIELD TRIP REQUEST

Date Submitted: March 6, 2018

School Site: DIS Program: 8th Grade Seat Count: 80 +/-

Requesting Party: E. Voris Phone: 895-4690 Cell: 

Purpose of Trip: 8th Grade Promotion Celebration

Date of Trip: May 31, 2018 Day of Week: Thursday

Contact Name: ___________________________ Cell: ___________________________

TYPE OF TRANSPORTATION REQUESTED

✓ School Bus _____ Charter _____ District Van ✓ Parent Driver

Have DMV records been checked for parent driver yes ___ no ___

Destination: SunSplash

Address: 1893 Taylor Rd City: Roseville State: CA

Scheduled Departure Time: 8:30am Scheduled Return Time: 6:00pm

Payment Method: ✓ ASB Funds ____ PTS ____ Budget Transfer

APPROVALS:

Principal: Date: 3/6/18

Superintendent: Date: 3/6/18
RESOLUTION 18-12
Ed. Code 44258.3

School District: Durham Unified School District School Year: 2017/2018
2018/2019

WHEREAS, the following teacher(s) hold a California teaching credential (other than an emergency permit), and consent(s) to the assignment;

WHEREAS, it has been verified by subject matter specialists, prior to the assignment, that the teacher has adequate knowledge of each subject to be taught;

WHEREAS, this assignment will be monitored by subject matter specialists (mentor teachers, curriculum specialists, resource teachers, classroom teachers certified to teach a subject, staff to regional subject matter projects or curriculum institutes or college faculty);

WHEREAS, the exclusive representative of the Durham Unified School District Teachers Association has been notified of this/these assignments;

WHEREAS, other legal assignment options have been exhausted;

WHEREAS, approval to teach a departmentalized class in grades K-12 must be granted by resolution of the governing board of the district;

NOW, THEREFORE, BE IT RESOLVED, that the following teacher(s) are authorized to teach the departmentalized class listed at the designated schools in accordance with the terms of his/her respective credential(s):

<table>
<thead>
<tr>
<th>Teacher</th>
<th>Credential</th>
<th>Approved to Teach</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Savanna Bunch</td>
<td>Single Math/Multiple</td>
<td>Science</td>
<td>DIS</td>
</tr>
<tr>
<td>Deanna Cooper</td>
<td>Multiple</td>
<td>Art</td>
<td>DIS</td>
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<tr>
<td>Lisa Farrage-Johnson</td>
<td>Multiple</td>
<td>Art</td>
<td>DES</td>
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<tr>
<td>Karla Rigsbee</td>
<td>Multiple</td>
<td>Computer Basics</td>
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<td>Stacey Blake</td>
<td>Multiple</td>
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<td>DHS</td>
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<td>Jennifer Wasson</td>
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<tr>
<td>Jennifer Herron Bransky</td>
<td>Single Subject: English</td>
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PASSED AND ADOPTED by the Board of Trustees of the Durham Unified School District at its regular meeting held on the 21st day of March, 2018 by the following vote:

AYES:

NOES:

ABSENT:

President

Clerk

Trustee
CHICO CONCRETE SAWING AND CORING
PROPOSAL AND CONTRACT

Durham Unified School District
Re: High School Paring Area
3/13/18

I propose to provide labor and material to complete the concrete cutting and replacement in three areas in the parking area. Included in my price are the following items:
Cut, Remove, and haul away:
2- 10' x 10' x 6''
Replace: Install #4 rebar 2' o.c. each way, dowel and pin at 2' o.c. each side. Pour back in two pours, with a 6 sack mix concrete.
The price is not based on prevailing wage scale.

All of the above to be completed in a substantial and workmanlike manner according to standard practices for the sum of $6150. This price is good for 30 days. Progress payments to be due upon completion. The entire amount of contract to be made upon the day of completion. **If Additional Insured Certificates are required please add $270 to the price quoted.** As operators we assume no responsibility for damage to anything concealed in concrete or resulting from damage thereof, or for damage caused from water or sludge created by sawcutting. The price is based on free and clear access to the cutsite. Clean up includes a wet vac of water and sludge, pressure washing and removal are available as an extra charge. We assume no responsibility for the lay out of sawcuts. Overcuts will be as long as the cut is deep. Any alterations or deviations from the above specifications involving extra cost of material or labor will only be executed upon written orders for the same, and will become an extra charge over the sum mentioned in this contract. All agreements must be made in writing.

Contractors are required by law to be licensed and regulated by the Contractor State License Board. Any questions Concerning a contractor may be referred to the registrar of the board whose address is: Contractor's State License Board 3132 Bradshaw Rd. Sacramento Ca.95826

Respectfully submitted,

CHICO CONCRETE SAWING
12039 Centerville Rd.
Chico, Ca. 95928
(530) 894 3725 FAX 342 3472
Contractor’s license no. 752018

ACCEPTANCE
You are hereby authorized to furnish all labor required to complete the work mentioned in the above proposal, for which I/we agree to pay the amount in said proposal, and according to the terms thereof.

ACCEPTED ___________________________ DATE ____________________

NOTICE TO OWNER
Under the mechanics lien law any contractor, subcontractor, laborer, materialman or other person who helps to improve your property and is not
paid for his labor, services or material, has a right to enforce his claim against your property.
Under the law, you may protect yourself against such claims by filing, before commencing such work of improvement, an original contract for the work of improvement or a modification thereof, in the office of the county recorder of the county in which the property is located and requiring that a contractor’s payment bond be recorded in such office. Said bond shall be in an amount not less than 50% of the contract price and shall, in addition to any conditions for the performance of the contract, be conditioned for the payment in full of the claims of all persons furnishing labor, services, equipment or materials for the work described in said contract.
CHICO CONCRETE SAWING AND CorING
PROPOSAL AND CONTRACT

Durham Unified School District
Re: High School Paring Area
3/13/18

I propose to provide labor and material to complete the concrete cutting and replacement in three areas in the parking area. Included in my price are the following items:

Cut, Remove, and haul away:
1- 35\" x 32\" x 6\" deep of concrete.
2- 25\" x 32\" x 6\" deep of concrete.

Replace: Install 3-#5 rebar the length of the speed bumps, dowel and pin at 2' o.c. each side. Pour three concrete speed bumps of the same dimensions only 2\"-3\" above grade, with a 6 sack mix concrete.

The price is not based on prevailing wage scale.

All of the above to be completed in a substantial and workmanlike manner according to standard practices for the sum of $6550. This price is good for 30 days.

Progress payments to be due upon completion. The entire amount of contract to be made upon the day of completion. If Additional Insured Certificates are required please add $270 to the price quoted. As operators we assume no responsibility for damage to anything concealed in concrete or resulting from damage thereof, or for damage caused from water or sludge created by sawcutting. The price is based on free and clear access to the cutsite. Clean up includes a wet vac of water and sludge, pressure washing and removal are available as an extra charge. We assume no responsibility for the lay out of sawcuts. Overcuts will be as long as the cut is deep. Any alterations or deviations from the above specifications involving extra cost of material or labor will only be executed upon written orders for the same, and will become an extra charge over the sum mentioned in this contract. All agreements must be made in writing.

Contractors are required by law to be licensed and regulated by the Contractor State License Board. Any questions Concerning a contractor may be referred to the registrar of the board whose address is:
Contractor's State License Board
3132 Bradshaw Rd.
Sacramento CA. 95826

Respectfully submitted,

CHICO CONCRETE SAWING
12039 Centerville Rd.
Chico, Ca. 95928
(530) 894 3725 FAX 342 3472
Contractor's license no. 752018

ACCEPTANCE
You are hereby authorized to furnish all labor required to complete the work mentioned in the above proposal, for which I/we agree to pay the amount in said proposal, and according to the terms thereof.

ACCEPTED ___________________________________ DATE ____________________
NOTICE TO OWNER
Under the mechanics lien law any contractor, subcontractor, laborer, materialman or other person who helps to improve your property and is not paid for his labor, services or material, has a right to enforce his claim against your property.

Under the law, you may protect yourself against such claims by filing, before commencing such work of improvement, an original contract for the work of improvement or a modification thereof, in the office of the county recorder of the county in which the property is located and requiring that a contractor's payment bond be recorded in such office. Said bond shall be in an amount not less than 50% of the contract price and shall, in addition to any conditions for the performance of the contract, be conditioned for the payment in full of the claims of all persons furnishing labor, services, equipment or materials for the work described in said contract.
DURHAM UNIFIED SCHOOL DISTRICT

Board Meeting Date: 3/21/18

SUBJECT: District-Wide Surveillance System – Gaynor Telesystems

PREPARER: Ron Sherrod

RECOMMENDATION

✓ Approve  □ Do Not Approve
□ Accept  □ Discuss
□ Information Only

BACKGROUND:

The district’s current surveillance system has long been considered antiquated and practically useless when needed. This makes it very difficult to ensure the safety of students, staff, and property.

We are proposing a contract with Gaynor Telesystems to update and expand the surveillance capabilities throughout the district. This vendor comes recommended by the Butte County Office of Education and meets public bidding requirements by being listed on the State of California’s Multiple Award Schedule (CMAS).

<table>
<thead>
<tr>
<th>School</th>
<th>Cost of Options</th>
</tr>
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<tr>
<td>Head End (main unit)</td>
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<td>District Office</td>
<td>$ 6,962.23</td>
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<tr>
<td>DHS</td>
<td>$47,124.12</td>
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<td>DIS</td>
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<td>DES</td>
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<td><strong>Total:</strong></td>
<td><strong>$120,106.04</strong></td>
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</table>

We plan to acquire the services in accordance with Public Contract Code Section 20111, which has a public bid threshold of $90,200 for the 2018 calendar year. Funding is from the Developer Fee Fund which is allowable because this type of project is considered an upgrade to the infrastructure of each building.
DURHAM UNIFIED SCHOOL DISTRICT
HEAD END EQUIPMENT
DURHAM, CA

February 8, 2018

SCHEDULE “A”

Pelco VideoXpert Professional IP Camera System

2 EA VideoXpert Professional is a video management system (VMS) in a single box, designed for easy setup and robust monitoring in small or moderately sized applications. Designed for Windows platforms, VxPro is easy to install, quick to setup, and provides an intuitive interface that helps operators make sense of video captured by the system. The included VideoXpert OpsCenter client software provides an easy to use interface, so you can use VideoXpert with little to no training. You can operate VxOpsCenter clients in multi-server access mode, allowing one workstation to access multiple servers, scaling your surveillance solution. The client allows you to switch between live and recorded video on the fly, and supports pop-up on alarm functionality, enabling VxPro to alert you to events that require your attention. The VxOpsCenter provides an Investigation Mode, through which you can create playlists from video clips encompassing important scenes. You can then export and encrypt your investigations, storing clips relevant to your investigation for evidentiary safe-keeping and quick access. VxOpsCenter also supports modular plugins, providing integrated functionality from external systems, including informational overlays, license plate Recognition (LPR), analytics, and a built-in mapping application.

Customer responsibility:

- Provide proper cooling and UPS for NVR Server (MDF)
- Install and Configure network switches that support VLAN
- Providing IP addresses for VMS
- Provide 17” Monitor
Gaynor responsibility:
- Installation of new CAT 6 cable and hardware
- Provide any Conduit/Wiremold and installation
- Onsite Training of Admin and Support Staff
- Configuration of VMS for new Cameras

K12 CMAS Price: $19,355.76
Tax on Pelco Equipment $1,403.29
Installation (Prevailing Wages M-F 8am-4pm) $5,200.00

Total Project Cost $25,959.05

MUNICIPAL LEASING OPTION: 60 MONTHS 2 ADVANCE RENTALS $1 PURCHASE OPTION $503.00/MO UPON APPROVAL OF CREDIT

- THREE YEARS PELCO HARDWARE WARRANTY
- THREE YEARS SOFTWARE ASSURANCE
- ONE YEAR GAYNOR LABOR WARRANTY

Gaynor Telesystems may require your equipment to a third-party dial tone or internet service provider within your business, the installation or monthly charges from your third-party dial tone provider isn’t included in the pricing above. Gaynor Telesystems has no control over the reliability of the third-party service providers. It is the customer’s responsibility to provide a stable service provider for integration to our equipment. If multiple trips are required there may be additional labor charges. There is a potential for additional charges to be incurred if connection problems or network diagnostics arise, before, during or after installation. An example of these is static, dropped calls, disconnects, echo, network integration issues, or cell phone carrier claims that the phone system is at fault. When we troubleshoot, and discover the problem is with the carrier or customer’s network we will bill for our diagnostic time at our normal rates.

Gaynor Telesystems recommends a UPS / Surge protection on all equipment. Problems or hardware failure due to electrical losses (power outages / surges / brownouts) are not covered under warranty or maintenance.

Unforeseen circumstances may require additional hardware and/or software to be purchased and installed during the installation of your new phone system. This quote doesn’t include upgrading your existing cable infrastructure, which would be a separate quote if needed. Examples of existing infrastructure include: cables, jacks, routers, patch panels, network switches, POE switches, racks, 66 blocks, patch cords, network equipment, virtual private network equipment, and network configuration.

Remote support/warranty: Support plans for locations outside of our normal coverage area (Modesto, CA to Medford, OR excluding the bay area) will be performed with remote access to your equipment. All remote access to your equipment will be covered under the support and/or warranty agreement. If hardware fails the particular piece will be shipped to Gaynor Telesystems for a repair or replacement and shipped back to the remote location. Gaynor Telesystems will pay for the shipping. If a technician is required to visit the site in-person, then a trip charge will apply to remote sites outside of our normal coverage area.

Prices are good for 60 days.

If you have any questions, please contact Richard Brush 530-895-8441 X140 rbrush@gaynortelesys.com or Maureen Gaynor X125 mgaynor@gaynortelesys.com
DURHAM UNIFIED SCHOOL DISTRICT
INTERMEDIATE SCHOOL
Durham, CA

February 8, 2018

SCHEDULE "A"

Pelco VideoXpert Professional IP Cameras

7 EA Sarix Enhanced Range with SureVision 3.0: Sarix® Enhanced (E) 3 MP 3 to 9mm range OUTDOOR cameras feature SureVision technology, delivering high definition (HD) resolution, consistent color science, fast processing power, and simultaneous advanced low-light performance with wide dynamic range (WDR) and anti-bloom technologies. New advancements include 3D noise filtering, smooth response to illumination changes, and improved tone mapping to retain color accuracy and overall image contrast. Wall Mounted-Vandal Resistant $1200/EA

1 EA Sarix Enhanced Range with SureVision 3.0: 3MP 9-22MM lens range OUTDOOR camera with Vandal Resistant Mount $1200

1 EA Sarix Professional Range with SureVision 3.0: Sarix® 3 MP 2 to 10mm range INDOOR surface mount camera $650

Customer responsibility:

- Provide POE switches for IP Cameras
- Provide recommend lighting for school campus
- Provide proper cooling and UPS for NVR Server (MDF)
- Install and Configure network switches that support VLAN
- Provide IP addresses for IP cameras
Gaynor responsibility:
- Installation of new CAT 6 cable and hardware for each IP camera
- Installation of mounts and cameras
- Provide any Conduit/Wiremold and installation
- 1’ and 3’ CAT 6 Patch cords per camera
- Configuration of the VMS for new Cameras
- Work with onsite staff for point and focusing cameras
- Configure all cameras for 5 to 10 Frames per second
- All Cameras will be configured for H.246

<table>
<thead>
<tr>
<th>K12 CMAS Price:</th>
<th>$ 7,114.36</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax on Pelco Equipment</td>
<td>$ 515.79</td>
</tr>
<tr>
<td>Installation (Prevailing Wages M-F 8am-4pm)</td>
<td>$ 2,400.00</td>
</tr>
<tr>
<td>CABLING</td>
<td>$ 3,595.82</td>
</tr>
</tbody>
</table>

Total Project Cost $13,625.97

LEASING OPTION: 60 MONTHS 2 ADVANCE RENTALS $1 PURCHASE OPTION $264.00/MO UPON APPROVAL OF CREDIT. RATE BASED ON ENTIRE DISTRICT SYSTEM PURCHASE.

- THREE YEARS PELCO HARDWARE WARRANTY
- THREE YEAR SOFTWARE ASSURANCE
- ONE YEAR GAYNOR LABOR WARRANTY

Gaynor Telesystems may connect your equipment to a third-party dial tone or internet service provider within your business, the installation or monthly charges from your third-party dial tone provider isn’t included in the pricing above. Gaynor Telesystems has no control over the reliability of the third-party service providers. It is the customer’s responsibility to provide a stable service provider for integration to our equipment. If multiple trips are required there may be additional labor charges. There is a potential for additional charges to be incurred if connection problems or network diagnostics arise, before, during or after installation. An example of these is static, dropped calls, disconnects, echo, network integration issues, or cell phone carrier claims that the phone system is at fault. When we troubleshoot, and discover the problem is with the carrier or customer’s network we will bill for our diagnostic time at our normal rates.

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Prices are good for 60 days.

If you have any questions, please contact Richard Brush 530-895-8441 X140
rbrush@gaynortelesys.com or Maureen Gaynor X125 mgaynor@gaynortelesys.com
DURHAM UNIFIED SCHOOL DISTRICT
ELEMENTARY SCHOOL
Durham, CA

February 8, 2018

SCHEDULE "A"

Pelco VideoXpert Professional IP Cameras

11 EA Sarix Enhanced Range with SureVision 3.0: Sarix® Enhanced (E) 3 MP 3 to 9mm range OUTDOOR cameras feature SureVision technology, delivering high definition (HD) resolution, consistent color science, fast processing power, and simultaneous advanced low-light performance with wide dynamic range (WDR) and anti-bloom technologies. New advancements include 3D noise filtering, smooth response to illumination changes, and improved tone mapping to retain color accuracy and overall image contrast. Wall Mounted-Vandal Resistant $1200/EA

5 EA Sarix Professional Range with SureVision 3.0: Sarix® Enhanced (E) 2 MP 3 to 9mm range INDOOR cameras feature SureVision technology, delivering high definition (HD) resolution, consistent color science, fast processing power, and simultaneous advanced low-light performance with wide dynamic range (WDR) and anti-bloom technologies. New advancements include 3D noise filtering, smooth response to illumination changes, and improved tone mapping to retain color accuracy and overall image contrast. Indoor Pendant Mounted. $650/EA

1 EA 12MP 180 DEGREE IP OUTDOOR CAMERA: The Panomersive Experience
Optera is the next best thing to being in the middle of the scene itself, offering the unparalleled ability to find and capture the necessary evidence to make critical, business-enabling decisions. With the all-new Optera, this is exactly what you get. The Optera Panomersive Experience delivers completely stitched, seamless and blended panoramic views without the disruption and distraction of disjointed sensor boundaries – a viewing experience that competitive offerings simply cannot match. Featuring 12 MP
resolution with electronic PTZ across the entire panorama for the highest-quality, most uniform image detail possible, Optera elevates both live and forensic scene analysis to a completely new level for today’s security professionals. SureVision 2.0 technology easily adapts to overcome glare, WDR and low light to deliver the industry's best panoramic image available. Wall Mounted – Vandal Resistant $2500/EA

1 EA **Sarix Enhanced Range with SureVision 3.0**: Sarix® Enhanced (E) 3 MP 9 to 22mm range OUTDOOR cameras feature SureVision technology, delivering high definition (HD) resolution, consistent color science, fast processing power, and simultaneous advanced low-light performance with wide dynamic range (WDR) and anti-bloom technologies. New advancements include 3D noise filtering, smooth response to illumination changes, and improved tone mapping to retain color accuracy and overall image contrast. 3MP 9-22MM outdoor camera with mount $1200

**Customer responsibility:**
- Provide POE switches for IP Cameras
- Provide recommend lighting for school campus
- Provide proper cooling and UPS for NVR Server (MDF)
- Install and Configure network switches that support VLAN
- Provide IP addresses for IP cameras

**Gaynor responsibility:**
- Installation of new CAT 6 cable and hardware for each IP camera
- Installation of mounts and cameras
- Installation of Conduit and or wire molding
- 3’ and 5’ CAT 6 Patch cords per camera
- Configuration of the VMS for new Cameras
- Work with onsite staff for point and focusing cameras
- Configure all cameras for 10 Frames per second
- All Cameras will be configured for H.246

K12 CMAS Price: $13,906.31
Tax on Pelco Equipment $1,008.21
Installation (Prevailing Wages M-F 8am-4pm) $5,195.00
CABLING $6,325.15

Total Project Cost $26,434.67

MUNICIPAL LEASING OPTION: 60 MONTHS 2 ADVANCE RENTALS $1 PURCHASE OPTION $512.00/MO UPON APPROVAL OF CREDIT. RATE IS BASED ON TOTAL DISTRICT SYSTEM PURCHASE
THREE YEARS PELCO HARDWARE WARRANTY
THREE YEARS SOFTWARE ASSURANCE
ONE YEAR GAYNOR LABOR WARRANTY

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Prices are good for 60 days.

If you have any questions, please contact Richard Brush 530-895-8441 X140 rbrush@gaynortelesys.com or Maureen Gaynor X125 mgaynor@gaynortelesys.com
DURHAM UNIFIED SCHOOL DISTRICT
DISTRICT OFFICE
Durham, CA

February 8, 2018

SCHEDULE “A”

Pelco VideoXpert Professional IP Cameras

5 EA Sarix Enhanced Range with SureVision 3.0: Sarix® Enhanced (E) 3 MP 3 to 9mm range OUTDOOR cameras feature SureVision technology, delivering high definition (HD) resolution, consistent color science, fast processing power, and simultaneous advanced low-light performance with wide dynamic range (WDR) and anti-bloom technologies. New advancements include 3D noise filtering, smooth response to illumination changes, and improved tone mapping to retain color accuracy and overall image contrast. Wall Mounted-Vandal Resistant $1200/EA

Customer responsibility:
- Provide POE switches for IP Cameras
- Provide recommend lighting for school campus
- Provide proper cooling and UPS for NVR Server.(MDF)
- Install and Configure network switches that support VLAN
- Provide IP addresses for IP cameras

Gaynor responsibility:
- Installation of new CAT 6 cable and hardware for each IP camera
- Installation of mounts and cameras
- Provide any Conduit/Wiremold and installation
- 1’ and 3’ CAT 6 Patch cords per camera
- Configuration of the VMS for new Cameras
- Work with onsite staff for point and focusing cameras
- Configure all cameras for 5 to 10 Frames per second
- All Cameras will be configured for H.246
K12 CMAS Price: $4,183.90
Tax on Pelco Equipment $303.33
Installation (Prevailing Wages M-F 8am-4pm) $1,200.00
CABLING $1,275.00

Total Project Cost $6,962.23

LEASING OPTION: 60 MONTHS 2 ADVANCE RENTALS $1 PURCHASE OPTION $135.00/MO UPON APPROVAL OF CREDIT (rate is based on entire system purchase totals)

- THREE YEARS PELCO HARDWARE WARRANTY
- THREE YEAR SOFTWARE ASSURANCE
- ONE YEAR GAYNOR LABOR WARRANTY

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Prices do not include applicable taxes and are good for 60 days.

If you have any questions, please contact Richard Brush 530-895-8441 X140 rbrush@gaynortelesys.com or Maureen Gaynor X125 mgaynor@gaynortelesys.com
DURHAM UNIFIED SCHOOL DISTRICT
HIGH SCHOOL
Durham, CA

February 8, 2018

SCHEDULE “A”

Pelco VideoXpert Professional IP Cameras

10 EA Sarix Enhanced Range with SureVision 3.0: Sarix® Enhanced (E) 3 MP 3 to 10mm lens range OUTDOOR cameras feature SureVision technology, delivering high definition (HD) resolution, consistent color science, fast processing power, and simultaneous advanced low-light performance with wide dynamic range (WDR) and anti-bloom technologies. New advancements include 3D noise filtering, smooth response to illumination changes, and improved tone mapping to retain color accuracy and overall image contrast. Wall Mounted-Vandal Resistant $1200/EA

6 EA Sarix Professional Range with SureVision 3.0: Sarix® 3 MP 3 to 10mm lens range INDOOR camera. Powerful, versatile, and affordable, the Sarix® Professional (P) range cameras pack the most popular features and functionality of Sarix technology into a wide range of indoor and outdoor options, including bullet cameras and mini domes. There are also indoor-only options such as a vandal resistant wedge and micro dome. Mix and match the performance options and form factor you need for almost any lighting condition, environment, and application. $750/EA

6 EA Sarix Professional Range with SureVision 3.0: Sarix® 2 MP 3 to 9mm lens range INDOOR cameras feature SureVision technology, delivering high definition (HD) resolution, consistent color science, fast processing power, and simultaneous advanced low-light performance with wide dynamic range (WDR) and anti-bloom technologies. New advancements include 3D noise filtering, smooth response to illumination changes, and improved tone mapping to retain color accuracy and overall image contrast. Indoor Pendant Mounted. $650/EA
3 EA  **12MP 180 DEGREE IP OUTDOOR CAMERA:** The *Panomersive Experience Optera* is the next best thing to being in the middle of the scene itself, offering the unparalleled ability to find and capture the necessary evidence to make critical, business-enabling decisions. With the all-new Optera, this is exactly what you get. The Optera Panomersive Experience delivers completely stitched, seamless and blended panoramic views without the disruption and distraction of disjointed sensor boundaries – a viewing experience that competitive offerings simply cannot match. Featuring 12 MP resolution with electronic PTZ across the entire panorama for the highest-quality, most uniform image detail possible, Optera elevates both live and forensic scene analysis to a completely new level for today’s security professionals. SureVision 2.0 technology easily adapts to overcome glare, WDR and low light to deliver the industry’s best panoramic image available. Wall Mounted – Vandal Resistant $2500/EA

2 EA  **Spectra Enhanced 1080P Low Light 30X PTZ Camera**
Spectra Enhanced has long provided Full HD 1080p 20x and 30x optical zoom cameras that run at up to 60 frames per second and provide 130dB of True Wide Dynamic Range (WDR). With Pelco’s latest product evolution a powerful new camera option is now available that features the same powerful WDR capabilities as before but now with the addition of Pelco’s latest SureVision 3.0 low light performance. In addition to 130dB of True WDR SureVision 3.0 adds a new level of low light performance that is up to twenty times better than base Spectra Enhanced models. The new SureVision 3.0 camera is available in both the 20x and 30x optical zoom in select models.
Camera with POE & Mount (Mount on South west corner of Band Room Building) $3950

**Customer responsibility:**
- Provide POE switches for IP Cameras
- Provide recommend lighting for school campus
- Provide proper cooling and UPS for NVR Server (MDF)
- Install and Configure network switches that support VLAN
- Provide IP addresses for IP cameras

**Gaynor responsibility:**
- Installation of new CAT 6 cable and hardware for each IP camera
- Installation of mounts and cameras
- Provide any Conduit/Wiremold and installation
- 1’ and 3’ CAT 6 Patch cords per camera
- Configuration of the VMS for new Cameras
- Work with onsite staff for point and focusing cameras
- Configure all cameras for 5 to 10 Frames per second
- All Cameras will be configured for H.264
K12 CMAS Price: $26,957.10
Tax on Pelco Equipment $1,954.39
Installation (Prevailing Wages M-F 8am-4pm) $8,100.00
CABLING $10,112.63

Total Project Cost $47,124.12

LEASING OPTION: 60 MONTHS 2 ADVANCE RENTALS $1 PURCHASE OPTION $910.00/MO UPON APPROVAL OF CREDIT (rate based on complete system purchase)

- THREE YEARS PELCO HARDWARE WARRANTY
- THREE YEARS SOFTWARE ASSURANCE
- ONE YEAR GAYNOR LABOR WARRANTY

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Prices are good for 60 days.

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rbrush@gaynortelesys.com or Maureen Gaynor X125 mgaynor@gaynortelesys.com
DURHAM UNIFIED SCHOOL DISTRICT
Durham, CA

February 8, 2018

CMAS PRICING SUMMARY

Pelco VideoXpert Professional IP Camera System

<table>
<thead>
<tr>
<th></th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEAD END</td>
<td>$25,959.05</td>
</tr>
<tr>
<td>DISTRICT OFFICE</td>
<td>$6,962.23</td>
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<tr>
<td>HIGH SCHOOL</td>
<td>$47,124.12</td>
</tr>
<tr>
<td>INTERMEDIATE SCHOOL</td>
<td>$13,625.97</td>
</tr>
<tr>
<td>ELEMENTARY SCHOOL</td>
<td>$26,434.67</td>
</tr>
</tbody>
</table>

Total Project Cost $120,106.04

MUNICIPAL LEASING OPTION: $2,325/MO

60 MONTHS 2 ADVANCE RENTALS
$1 PURCHASE OPTION
UPON APPROVAL OF CREDIT (rate is based on entire system purchase totals)

- THREE YEARS PELCO HARDWARE WARRANTY
- THREE YEAR SOFTWARE ASSURANCE
- ONE YEAR GAYNOR LABOR WARRANTY

Prices are good for 60 days.

If you have any questions, please contact Richard Brush 530-895-8441 X140
rbrush@gaynortelesys.com or Maureen Gaynor X125 mgaynor@gaynortelesys.com
All Personnel

EMPLOYEE NOTIFICATIONS

Note: The following exhibit lists notices which the law requires be provided to employees. See the referenced Board policy, administrative regulation, or Board bylaw for further information about related program and notice requirements.

<table>
<thead>
<tr>
<th>When/Whom to Notify</th>
<th>Education or Other Legal Code</th>
<th>Board Policy/ Administrative Regulation #</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. To All Employees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>At the beginning of school year or upon employment</td>
<td>Education Code 231.5; Government Code 12950; 2 CCR 11024</td>
<td>AR 4119.11; 4219.11; 4319.11</td>
<td>The district's policy on sexual harassment, legal remedies, complaints</td>
</tr>
<tr>
<td>Annually to all employees, and 72 hours before pesticide application</td>
<td>Education Code 17612</td>
<td>AR 3514.2</td>
<td>Use of pesticide product, active ingredients, Internet address to access information</td>
</tr>
<tr>
<td>To all employees, prior to implementing year-round schedule</td>
<td>Education Code 37616</td>
<td>BP 6117</td>
<td>Public hearing on year-round program</td>
</tr>
<tr>
<td>To all employees, prior to implementing alternative schedule</td>
<td>Education Code 46162</td>
<td>AR 6112</td>
<td>Public hearing on alternative schedule</td>
</tr>
<tr>
<td>Annually to all employees</td>
<td>Education Code 49013; 5 CCR 4622</td>
<td>AR 1312.3; BP 0460; BP 3260</td>
<td>Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control and accountability plan</td>
</tr>
<tr>
<td>Annually to all employees</td>
<td>Education Code 49414</td>
<td>AR 5141.21</td>
<td>Request for volunteers to be trained to administer epinephrine auto-injectors</td>
</tr>
<tr>
<td>At least once per year</td>
<td>Education Code 49414.3</td>
<td>AR 5141.21</td>
<td>Request for volunteers to be trained to administer opioid antagonist</td>
</tr>
<tr>
<td>To all employees</td>
<td>Government Code 1126</td>
<td>BP 4136; 4236; 4336</td>
<td>Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal</td>
</tr>
</tbody>
</table>
**EMPLOYEE NOTIFICATIONS (continued)**

<table>
<thead>
<tr>
<th>When/Whom to Notify</th>
<th>Education or Other Legal Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>I. To All Employees (continued)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prior to beginning employment</td>
<td>Government Code 3102</td>
<td>AR 4112.3 4212.3 4312.3</td>
<td>Oath or affirmation of allegiance required of disaster service workers</td>
</tr>
<tr>
<td>To all employees</td>
<td>Government Code 8355; 41 USC 8102; 34 CFR 84.205, 84.210</td>
<td>BP 4020 BP 4159 4259 4359</td>
<td>District's drug- and alcohol-free workplace; actions to be taken if violated; available employee assistance programs</td>
</tr>
<tr>
<td>Upon employment</td>
<td>Government Code 21029</td>
<td>None</td>
<td>Right to purchase PERS service credit for military service performed prior to public employment</td>
</tr>
<tr>
<td>Upon placement of automated external defibrillator (AED) in school, and annually thereafter</td>
<td>Health and Safety Code 1797.196</td>
<td>AR 5141</td>
<td>Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan</td>
</tr>
<tr>
<td>To all employees, if the district receives Tobacco-Use Prevention Education funds</td>
<td>Health and Safety Code 104420</td>
<td>AR 3513.3</td>
<td>District's tobacco-free schools policy and enforcement procedures</td>
</tr>
<tr>
<td>Annually to all employees, or more frequently if there is new information</td>
<td>Health and Safety Code 120875, 120880</td>
<td>AR 4119.43 4219.43 4319.43</td>
<td>AIDS and hepatitis B, including methods to prevent exposure</td>
</tr>
<tr>
<td>To all employees, with each paycheck</td>
<td>Labor Code 246</td>
<td>AR 4161.1 4361.1</td>
<td>Amount of sick leave available</td>
</tr>
<tr>
<td>To covered employees and former employees</td>
<td>Labor Code 2800.2</td>
<td>AR 4154 4254 4354</td>
<td>Availability of COBRA/Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage</td>
</tr>
<tr>
<td>To every new employee, either at the time employee is hired or by end of first pay period</td>
<td>Labor Code 3551</td>
<td>BP 4157.1 4257.1 4357.1</td>
<td>Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor</td>
</tr>
</tbody>
</table>
### EMPLOYEE NOTIFICATIONS (continued)

<table>
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<tr>
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<tbody>
<tr>
<td>I. To All Employees (continued)</td>
<td></td>
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</tr>
<tr>
<td>Prior to beginning employment</td>
<td>Penal Code 11165.7, 11166.5</td>
<td>AR 5141.4</td>
<td>Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law</td>
</tr>
<tr>
<td>Upon employment, and when employee goes on leave for specified reasons</td>
<td>Unemployment Insurance Code 2613</td>
<td>AR 4154 BP 4254 4354</td>
<td>Disability insurance rights and benefits</td>
</tr>
<tr>
<td>To all employees and job applicants</td>
<td>2 CCR 11023; 34 CFR 104.8, 106.9</td>
<td>BP 0410 BP 4030</td>
<td>District's policy on nondiscrimination and related complaint procedures</td>
</tr>
<tr>
<td>To all employees via employee handbook, or to each new employee</td>
<td>2 CCR 11091, 11095; 29 CFR 825.300</td>
<td>AR 4161.8 4261.8 4361.8</td>
<td>Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA); obligation to provide 30 days' notice of need for leave when possible</td>
</tr>
<tr>
<td>Annually to all employees</td>
<td>40 CFR 763.84, 763.93</td>
<td>AR 3514</td>
<td>Availability of asbestos management plan; inspections, response actions, post-response actions planned or in progress</td>
</tr>
</tbody>
</table>

### II. To Certificated Employees

| To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire | Education Code 22455.5 | AR 4121 | Criteria for membership in retirement system; right to elect membership at any time |
| Upon employment of a retired certificated individual | Education Code 22461 | AR 4117.14 4317.14 | Postretirement earnings limitation or employment restriction; monthly report of compensation |
| To certificated employees | Education Code 35171 | AR 4115 BP 4315 | District regulations related to performance evaluations |
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<tr>
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<tr>
<td>II. To Certificated Employees (continued)</td>
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</tr>
<tr>
<td>30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated</td>
<td>Education Code 44663</td>
<td>AR 4115</td>
<td>Copy of employee's evaluation</td>
</tr>
<tr>
<td>To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee</td>
<td>Education Code 44664</td>
<td>AR 4115</td>
<td>Notice and description of the unsatisfactory performance</td>
</tr>
<tr>
<td>By May 30, if district issues reemployment notices to certificated employees</td>
<td>Education Code 44842</td>
<td>AR 4112.1</td>
<td>Request that the employee notify district of intent to remain in service next year</td>
</tr>
<tr>
<td>To certificated employees upon employment, and to nonpermanent employees in July of each school year</td>
<td>Education Code 44916</td>
<td>AR 4112.1</td>
<td>Employment status and salary</td>
</tr>
<tr>
<td>To probationary employees in district with ADA of 250 or more by March 15 of employee's second consecutive year of employment</td>
<td>Education Code 44929.21</td>
<td>AR 4117.6</td>
<td>Whether or not employee is reelected for next school year</td>
</tr>
<tr>
<td>When certificated employee is subject to disciplinary action for cause, at any time of year or, for charge of unsatisfactory performance, during instructional year</td>
<td>Education Code 44934, 44934.1, 44936</td>
<td>BP 4118</td>
<td>Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice</td>
</tr>
<tr>
<td>To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/dismissal notice</td>
<td>Education Code 44938</td>
<td>BP 4118</td>
<td>Notice of deficiency and opportunity to correct</td>
</tr>
<tr>
<td>To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year</td>
<td>Education Code 44938</td>
<td>BP 4118</td>
<td>Notice of deficiency and opportunity to correct</td>
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<td><strong>II. To Certificated Employees (continued)</strong></td>
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<tr>
<td>To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings</td>
<td>Education Code 44940.5</td>
<td>AR 4118</td>
<td>Notice of intent to dismiss 30 days from notice unless employee demands hearing</td>
</tr>
<tr>
<td>To probationary employees 30 days prior to dismissal during school year, but not later than March 15 for second-year probationary employees</td>
<td>Education Code 44948.3</td>
<td>AR 4118</td>
<td>Reasons for dismissal and opportunity to appeal</td>
</tr>
<tr>
<td>By March 15 when necessary to reduce certificated personnel, with final notice by May 15</td>
<td>Education Code 44949, 44955</td>
<td>BP 4117.3</td>
<td>Reasons for personnel reduction and employees' right to hearing; final notice of Board decision re: termination</td>
</tr>
<tr>
<td>On or before June 30, to temporary employee who served 75 percent of school year but will be released</td>
<td>Education Code 44954</td>
<td>BP 4121</td>
<td>District's decision not to reelect employee for following school year</td>
</tr>
<tr>
<td>To teacher, when a student engages in or is reasonably suspected of specified acts</td>
<td>Education Code 49079</td>
<td>AR 4158 4258 4358</td>
<td>Student has committed specified act that constitutes ground for suspension or expulsion</td>
</tr>
<tr>
<td>To certificated employee upon change in employment status due to alleged misconduct or while allegation is pending</td>
<td>5 CCR 80303</td>
<td>AR 4117.7 4317.7</td>
<td>Contents of state regulation re: report to Commission on Teacher Credentialing</td>
</tr>
<tr>
<td><strong>III. To Classified Employees</strong></td>
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<tr>
<td>To classified employee charged with mandatory leave of absence offense, in merit system district</td>
<td>Education Code 44940.5</td>
<td>AR 4218</td>
<td>Notice of intent to dismiss in 30 days</td>
</tr>
<tr>
<td>When classified employee is subject to disciplinary action for cause, in nonmerit district</td>
<td>Education Code 45113</td>
<td>AR 4218</td>
<td>Notice of charges, procedures, and employee rights</td>
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<td>III. To Classified Employees (continued)</td>
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</tr>
<tr>
<td>To classified employees at least 60 days prior to layoff, or by April 29 for specially funded program that expires at end of school year</td>
<td>Education Code 45117</td>
<td>AR 4217.3</td>
<td>Notice of layoff and reemployment rights</td>
</tr>
<tr>
<td>To classified employees upon employment and upon each change in classification</td>
<td>Education Code 45169</td>
<td>AR 4212</td>
<td>Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek</td>
</tr>
<tr>
<td>To classified permanent employee whose leave is exhausted</td>
<td>Education Code 45192, 45195</td>
<td>AR 4261.1</td>
<td>Exhaustion of leave, opportunity to request additional leave</td>
</tr>
<tr>
<td>To school bus drivers and school activity bus drivers prior to expiration of specified documents</td>
<td>13 CCR 1234</td>
<td>AR 3542</td>
<td>Expiration date of driver's license, driver's certificate and medical certificate; need to renew</td>
</tr>
<tr>
<td>To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter</td>
<td>13 CCR 2480</td>
<td>AR 3542</td>
<td>Limitations on vehicle idling; consequences of not complying</td>
</tr>
<tr>
<td>To school bus drivers, prior to district drug testing program and thereafter upon employment</td>
<td>49 CFR 382.601</td>
<td>BP 4112.42</td>
<td>Explanation of federal requirements for drug testing program and district's policy</td>
</tr>
<tr>
<td>IV. To Administrative/Supervisory Personnel</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>To deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract</td>
<td>Education Code 35031</td>
<td>BP 4312.1</td>
<td>Decision not to reelect or reemploy upon expiration of contract or term</td>
</tr>
<tr>
<td>Upon request by administrative or supervisory employee transferred to teaching position</td>
<td>Education Code 44896</td>
<td>AR 4313.2</td>
<td>Statement of the reasons for the release or reassignment</td>
</tr>
<tr>
<td>By March 15 to employee who may be released/reassigned the following school year</td>
<td>Education Code 44951</td>
<td>AR 4313.2</td>
<td>Notice that employee may be released or reassigned the following school year</td>
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<td><strong>V. To Individual Employees Under Special Circumstances</strong></td>
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</tr>
<tr>
<td>In the event of a breach of security of district records, to affected employees</td>
<td>Civil Code 1798.29</td>
<td>BP 3580</td>
<td>Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies</td>
</tr>
<tr>
<td>Prior to placing derogatory information in personnel file</td>
<td>Education Code 44031</td>
<td>AR 4112.6, 4212.6, 4312.6</td>
<td>Notice of derogatory information, opportunity to review and comment</td>
</tr>
<tr>
<td>To employees who volunteer to administer epinephrine auto-injector</td>
<td>Education Code 49414</td>
<td>AR 5141.21</td>
<td>Defense and indemnification from civil liability by the district</td>
</tr>
<tr>
<td>To employees returning from military leave of absence, within 30 days of return</td>
<td>Government Code 20997</td>
<td>AR 4161.5, 4261.5, 4361.5</td>
<td>Right to receive PERS service credit for military service, application form</td>
</tr>
<tr>
<td>24 hours before Board meets in closed session to hear complaints or charges against employee</td>
<td>Government Code 54957</td>
<td>BB 9321</td>
<td>Employee's right to have complaints/charges heard in open session</td>
</tr>
<tr>
<td>When taking disciplinary action against employee for disclosure of confidential information</td>
<td>Government Code 54963</td>
<td>BP 4119.23, 4219.23, 4319.23</td>
<td>Law prohibiting disclosure of confidential information obtained in closed session</td>
</tr>
<tr>
<td>Within one working day of work-related injury or victimization of crime</td>
<td>Labor Code 3553, 5401</td>
<td>BP 4157.1, 4257.1, 4357.1</td>
<td>Potential eligibility for workers' compensation benefits, claim form</td>
</tr>
<tr>
<td>When adverse employment action is based on DOJ criminal history information or subsequent arrest notification</td>
<td>Penal Code 11105, 11105.2</td>
<td>AR 4112.5, 4212.5, 4312.5</td>
<td>Copy of DOJ notification</td>
</tr>
<tr>
<td>To any employee with exposure to blood or other potentially infectious materials, upon initial employment and at least annually thereafter</td>
<td>8 CCR 3204, 5193</td>
<td>AR 4119.42, 4219.42, 4319.42</td>
<td>The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records</td>
</tr>
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EMPLOYEE NOTIFICATIONS (continued)

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<td>V. To Individual Employees Under Special Circumstances (continued)</td>
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<tr>
<td>To any employee assigned to a work area where hazardous chemicals are present, upon initial assignment and upon new exposure situation</td>
<td>8 CCR 5191</td>
<td>AR 3514.1</td>
<td>Location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material</td>
</tr>
<tr>
<td>To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area</td>
<td>8 CCR 5194</td>
<td>AR 3514.1</td>
<td>Any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights</td>
</tr>
<tr>
<td>To employee eligible for military leave</td>
<td>38 USC 4334</td>
<td>AR 4161.5</td>
<td>Notice of rights, benefits, and obligations under military leave</td>
</tr>
<tr>
<td>Within five days of employee's request for FMLA leave, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave</td>
<td>29 CFR 825.300; 2 CCR 11049, 11091</td>
<td>AR 4161.8</td>
<td>Designation of leave as FMLA or non-FMLA; if not eligible, reason not eligible; requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice</td>
</tr>
<tr>
<td>Whenever notice of eligibility for FMLA is provided to employee</td>
<td>29 CFR 825.300</td>
<td>AR 4161.8</td>
<td>Rights and responsibilities re: use of FMLA; consequences of failure to meet obligations</td>
</tr>
</tbody>
</table>
Certificated Personnel

PERSONAL ILLNESS/INJURY LEAVE

Certificated employees employed five school days per week are entitled to 10 days' leave of absence with full pay for personal illness or injury (sick leave) per school year of service. Employees who work less than five school days per week (part-time employees) shall be granted sick leave in proportion to the time they work. However, any part-time employee who is entitled to less than three days of paid sick leave per year due to the amount of time worked shall be granted sick leave pursuant to Labor Code 246, if he/she is eligible. (Education Code 44978; Labor Code 245-249)

(cf. 4161.9/4261.9/4361.9 - Catastrophic Leave Program)

Use of Sick Leave

Certificated employees may use sick leave for absences due to:

1. Accident or illness, whether or not the absence arises out of or in the course of employment; quarantine which results from contact with other persons having a contagious disease during the employee's performance of his/her duties; or temporary inability to perform assigned duties because of illness, accident, or quarantine (Education Code 44964)

(cf. 4157.1/4257.1/4357.1 - Work-Related Injuries)

2. Pregnancy, miscarriage, childbirth, and related recovery (Education Code 44965, 44978)

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

3. Personal necessity (Education Code 44981)

(cf. 4161.2/4261.2/4361.2 - Personal Leaves)

4. Medical and dental appointments, in increments of not less than one hour

5. Industrial accidents or illnesses when leave granted specifically for that purpose has been exhausted (Education Code 44984)

(cf. 4161.11/4261.11/4361.11 - Industrial Accident/Illness Leave)

6. Need of the employee or his/her family member, as defined in Labor Code 245.5, for the diagnosis, care, or treatment of an existing health condition or for preventive care (Labor Code 233, 246.5)
PERSONAL ILLNESS/INJURY LEAVE (continued)

7. Need of the employee to seek or obtain any relief or medical attention specified in Labor Code 230(c) and/or 230.1(a) for the health, safety, or welfare of the employee or his/her child, when the employee has been a victim of domestic violence, sexual assault, or stalking (Labor Code 233, 246.5)

For the purposes specified in items #6-7, an employee may use, in any calendar year, the amount of sick leave he/she would accrue during six months at his/her current rate of entitlement. (Labor Code 233)

An employee may take sick leave at any time during the school year, even if credit for sick leave has not yet been accrued. (Education Code 44978)

An employee shall reimburse the district for any unearned sick leave used as of the date of his/her termination.

Unused days of sick leave shall be accumulated from year to year without limitation. (Education Code 44978)

At the beginning of each school year, employees shall be notified of the amount of sick leave they have accumulated.

The district shall not require new employees to waive leave accumulated in a previous district. (Education Code 44979, 44980)

The Superintendent or designee shall notify any certificated employee who leaves the district after at least one school year of employment that if the employee accepts a certificated position in another district, county office of education, or community college district within one year, he/she may request that the district transfer his/her accumulated sick leave to the new employer. (Education Code 44979, 44980)

Additional Leave for Disabled Military Veterans

In addition to any other entitlement for sick leave with pay, a newly hired certificated employee who is a military veteran with a military service-connected disability rated at 30 percent or more by the U.S. Department of Veterans Affairs shall be entitled to sick leave with pay of up to 10 days for the purpose of undergoing medical treatment for his/her military service-connected disability. An eligible employee employed less than five days per week shall be entitled to such leave in proportion to the time he/she works. (Education Code 44978.2)
PERSONAL ILLNESS/INJURY LEAVE (continued)

The amount of leave shall be credited to the employee on the first day of employment and shall remain available for the following 12 months of employment. Leave not used during the 12-month period shall not be carried over and shall be forfeited. (Education Code 44978.2)

The Superintendent or designee may require verification, in accordance with the section "Verification Requirements" below, that the employee used the leave to obtain treatment of a military service-connected disability.

Notification of Absence

An employee shall notify the district of his/her need to be absent as soon as such need is known, so that substitute services may be secured. This notification shall include an estimate of the expected duration of absence. If the absence becomes longer than estimated, the employee shall so notify the district. If the duration of absence becomes shorter than estimated, the employee shall notify the district not later than three o'clock in the afternoon of the day preceding the day on which he/she intends to return to work. If the employee fails to notify the district and the failure results in a substitute being secured, the cost of the substitute shall be deducted from the employee’s pay.

(cf. 4121 - Temporary/Substitute Personnel)

Continued Absence After Available Sick Leave Is Exhausted/Differential Pay

During each school year, when a certificated employee has exhausted all available sick leave, including all accumulated sick leave, and, due to illness or accident, continues to be absent from his/her duties for an additional period of up to five school months, the employee shall receive his/her regular salary minus the actual cost of a substitute to fill the position. If the district has made every reasonable effort to secure the services of a substitute and has been unable to do so, the amount that would have been paid to a substitute shall be deducted from the employee's salary. (Education Code 44977)

An employee shall not be provided more than one five-month period per illness or accident. However, if the school year ends before the five-month period is exhausted, the employee may take the balance of the five-month period in a subsequent school year. (Education Code 44977)
PERSONAL ILLNESS/INJURY LEAVE (continued)

Absence Beyond Five-Month Period/Reemployment List

If a certificated employee is not medically able to resume his/her duties after the five-month period provided pursuant to Education Code 44977, the employee shall be placed either in another position or on a reemployment list. Placement on the reemployment list shall be for 24 months for probationary employees or 39 months for permanent employees and shall begin at the expiration of the five-month period. If during this time the employee becomes medically able, he/she shall be returned to employment in a position for which he/she is credentialed and qualified. (Education Code 44978.1)

(cf. 4116 - Probationary/Permanent Status)

Differential Pay for Parental Leave

During each school year, any certificated employee who has exhausted all available sick leave, including accumulated sick leave, and continues to be absent on account of parental leave (baby bonding) pursuant to Government Code 12945.2 shall receive differential pay for up to 12 work weeks. The 12-week period shall be reduced by any period of sick leave, including accumulated sick leave, taken during a period of such parental leave. Such parental leave shall run concurrently with the parental leave taken pursuant to Government Code 12945.2 and the aggregate amount of parental leave shall not exceed 12 work weeks in a 12-month period. Eligibility for parental leave pursuant to Education Code 44977.5 shall not require 1,250 hours of service with the district during the previous 12 months. (Education Code 44977.5)

Verification Requirements

After any absence due to illness or injury, the employee shall verify the absence by submitting a completed and signed district absence form to his/her immediate supervisor.

The Superintendent or designee may require verification whenever an employee's absence record shows chronic absenteeism or a pattern of absences immediately before or after weekends and/or holidays or whenever available evidence clearly indicates that an absence is not related to illness or injury.

In addition, the Superintendent or designee may require an employee to visit a physician selected by the district, at district expense, in order to receive a report on the medical condition of the employee. The report shall include a statement as to the employee's need for further leave of absence and a prognosis as to when the employee will be able to return to work. If the report concludes that the employee's condition does not warrant continued absence, the Superintendent or designee may, after giving notice to the employee, deny further leave.
PERSONAL ILLNESS/INJURY LEAVE (continued)

Any district request for additional verification by an employee's physician or a district-selected physician shall be in writing and shall specify that the report to be submitted to the district should not contain the employee's genetic information.

Any genetic information received by the district on behalf of an employee shall be treated as a confidential medical record, maintained in a file separate from the employee's personnel file, and shall not be disclosed except in accordance with 29 CFR 1635.9.

Before returning to work, an employee who has been absent for surgery, hospitalization, or extended medical treatment may be asked to submit a letter from his/her physician stating that he/she is able to return to duty and stipulating any necessary restrictions or limitations.

(cf. 4032 - Reasonable Accommodation)
(cf. 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment)

Healthy Workplaces, Healthy Families Act Requirements

No employee shall be denied the right to use accrued sick days, and the district shall not in any manner discriminate or retaliate against an employee for using or attempting to use sick leave, filing a complaint with the Labor Commissioner, or alleging district violation of Labor Code 245-249.

To ensure the district's compliance with Labor Code 245-249, the Superintendent or designee shall:

1. At a conspicuous location in each workplace, display a poster on paid sick leave that includes the following information:
   a. That an employee is entitled to accrue, request, and use paid sick days
   b. The amount of sick days provided by Labor Code 245-249
   c. The terms of use of paid sick days
   d. That discrimination or retaliation against an employee for requesting and/or using sick leave is prohibited by law and that an employee has the right to file a complaint with the Labor Commissioner if the district discriminates or retaliates against him/her

2. Provide at least 24 hours or three days of paid sick leave to each eligible employee to use per year and allow eligible employees to use accrued sick leave upon reasonable request
PERSONAL ILLNESS/INJURY LEAVE (continued)

3. Provide eligible employees written notice, on their pay stub or other document issued with their pay check, of the amount of paid sick leave they have available

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

4. Keep a record documenting the hours worked and paid sick days accrued and used by each eligible employee for three years

Legal Reference:
EDUCATION CODE
44964 Power to grant leave of absence in case of illness, accident, or quarantine
44965 Granting of leaves of absence for pregnancy and childbirth
44976 Transfer of leave rights when school is transferred to another district
44977 Salary deduction during absence from duties up to five months after sick leave is exhausted
44977.5 Differential pay during parental leave up to 12 weeks after sick leave is exhausted
44978 Provisions for sick leave of certificated employees
44978.1 Inability to return to duty; placement in another position or on reemployment list
44978.2 Leave for military service connected disability
44979 Transfer of accumulated sick leave to another district
44980 Transfer of accumulated sick leave to a county office of education
44981 Leave of absence for personal necessity
44983 Exception to sick leave when district adopts specific rule
44984 Industrial accident or illness
44986 Leave of absence for disability allowance applicant
LABOR CODE
220 Sections inapplicable to public employees
230 Jury duty; legal actions by domestic violence, sexual assault and stalking victims, right to time off
230.1 Employers with 25 or more employees; domestic violence, sexual assault and stalking victims, right to time off
233 Illness of child, parent, spouse or domestic partner
234 Absence control policy
245-249 Healthy Workplaces, Healthy Families Act of 2014
CODE OF REGULATIONS, TITLE 5
5601 Transfer of accumulated sick leave
UNITED STATES CODE, TITLE 42
CODE OF FEDERAL REGULATIONS, TITLE 29
1635.1-1635.12 Genetic Information Nondiscrimination Act of 2008
COURT DECISIONS

Regulation approved:  CSBA MANUAL MAINTENANCE SERVICE
March 2017
PERSONAL ILLNESS/INJURY LEAVE

Classified employees employed five days a week are entitled to 12 days’ leave of absence with full pay for personal illness or injury (sick leave) per fiscal year. Employees who work less than a full fiscal year or fewer than five days a week (part-time employees) shall be granted sick leave in proportion to the time they work. However, any part-time employee whose work hours are so few as to entitle him/her to less than 24 hours of paid sick leave per fiscal year shall be granted sick leave pursuant to Labor Code 246, if he/she is eligible. (Education Code 45191; Labor Code 245-249)

(cf. 4161/4261/4361 - Leaves)
(cf. 4161.9/4261.9/4361.9 - Catastrophic Leave Program)

Use of Sick Leave

A classified employee may use sick leave for absences due to:

1. Accident or illness, whether or not the absence arises out of or in the course of employment, or by quarantine which results from contact with other persons having a contagious disease during the employee’s performance of his/her duties (Education Code 45199)

2. Pregnancy, childbirth, and recovery (Education Code 45193)

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

3. Personal necessity as specified in Education Code 45207

(cf. 4161.2/4261.2/4361.2 - Personal Leaves)

4. Medical or dental appointments, in increments of not less than one hour

5. Industrial accident or illness when leave granted specifically for that purpose has been exhausted (Education Code 45192)

(cf. 4161.11/4261.11/4361.11 - Industrial Accident/Illness Leave)

6. Need of the employee or his/her family member, as defined in Labor Code 245.5, for the diagnosis, care, or treatment of an existing health condition or for preventive care (Labor Code 233, 246.5)

7. Need of the employee to seek or obtain any relief or medical attention specified in Labor Code 230(c) and 230.1(a) for the health, safety, or welfare of the employee, or his/her child, when the employee has been a victim of domestic violence, sexual assault, or stalking (Labor Code 233, 246.5)
PERSONAL ILLNESS/INJURY LEAVE (continued)

For the purposes specified in items #6-7, an employee may use, in any calendar year, the amount of sick leave he/she would accrue during six months at his/her current rate of entitlement. (Labor Code 233)

An employee may take leave for personal illness or injury at any time during the year, even if credit for such leave has not yet been accrued. However, a new full-time classified employee shall not be entitled to more than six days of sick leave until he/she has completed six months of active service with the district. (Education Code 45191)

Unused days of sick leave shall be accumulated from year to year without limitation. (Education Code 45191)

An employee shall reimburse the district for any unearned sick leave used as of the date of his/her termination.

The district shall not require newly employed classified employees to waive leave accumulated in a previous district. However, if the employee's previous employment was terminated for cause, the transfer of the accumulated leave shall be made only if approved by the Governing Board. (Education Code 45202)

The Superintendent or designee shall notify any classified employee whose employment with the district is terminated after at least one calendar year for reasons other than for cause that, if he/she accepts employment in another district, county office of education, or community college district within one year of the termination of employment, he/she shall be entitled to request that the district transfer his/her accumulated sick leave to his/her new employer. (Education Code 45202)

Additional Leave for Disabled Military Veterans

In addition to any other entitlement for sick leave with pay, a newly hired classified employee who is a military veteran with a military service-connected disability rated at 30 percent or higher by the U.S. Department of Veterans Affairs shall be entitled to sick leave with pay of up to 12 days for the purpose of undergoing medical treatment for his/her military service-connected disability. An eligible employee employed less than five days per week shall be entitled to such leave in proportion to the time he/she works. (Education Code 45191.5)

The amount of leave shall be credited to the employee on the first day of employment and shall remain available for the following 12 months of employment. Leave not used during the 12-month period shall not be carried over and shall be forfeited. (Education Code 45191.5)
PERSONAL ILLNESS/INJURY LEAVE (continued)

The Superintendent or designee may require verification, in accordance with the section “Verification Requirements” below, that the employee used the leave to obtain treatment of a military service-connected disability.

Notification of Absence

An employee shall notify the Superintendent or the designated manager or supervisor of his/her need to be absent as soon as such need is known so that the services of a substitute may be secured as necessary. This notification shall include an estimate of the expected duration of absence. If the absence becomes longer than estimated, the employee shall so notify the district. If the duration of absence becomes shorter than estimated, the employee shall notify the district not later than three o’clock in the afternoon of the day preceding the day on which he/she intends to return to work. If the employee fails to notify the district and the failure results in a substitute being secured, the cost of the substitute shall be deducted from the employee’s pay.

Continued Absence After Available Sick Leave Is Exhausted/Differential Pay

A classified employee who has exhausted all paid leaves, including sick leave, shall for the remainder of the five-month period of absence to which he/she is entitled, receive his/her salary minus the actual amount paid a substitute to fill the employee’s position during his/her absence. (Education Code 45196)

The five-month period shall commence on the first day of the leave of absence and shall run concurrently with any other paid leave.
PERSONAL ILLNESS/INJURY LEAVE (continued)

Differential Pay for Parental Leave

During each school year, any classified employee who has exhausted all available sick leave, including accumulated sick leave, and continues to be absent on account of parental leave (baby bonding) pursuant to Government Code 12945.2 shall receive differential pay for up to 12 work weeks. The 12-week period shall be reduced by any period of sick leave, including accumulated sick leave, taken during a period of such parental leave. Such parental leave shall run concurrently with the parental leave taken pursuant to Government Code 12945.2 and the aggregate amount of parental leave shall not exceed 12 work weeks in a 12-month period. Eligibility for parental leave pursuant to Education Code 45196.1 shall not require 1,250 hours of service with the district during the previous 12 months. (Education Code 45196.1)

Extension of Leave

A permanent employee who is absent because of a personal illness or injury and who has exhausted all available sick leave, vacation, compensatory overtime, and any other paid leave shall be so notified, in writing, and offered an opportunity to request additional leave. The Board may grant the employee additional leave, paid or unpaid, for a period not to exceed six months and may renew this leave for two additional six-month periods or for lesser periods. The total additional leave granted shall not exceed 18 months. (Education Code 45195)

(cf. 4216 - Probationary/Permanent Status)

If the employee is still unable to resume his/her duties after all available paid and unpaid leaves have been exhausted, the employee shall be placed on a reemployment list for a period of 39 months. If during this time the employee becomes able to resume the duties of his/her position, he/she shall be offered reemployment in the first vacancy in the classification of his/her previous assignment. During the 39 months, the employee's reemployment shall take preference over all other applicants except those laid off for lack of work or lack of funds, in which case the employee shall be ranked according to his/her seniority. (Education Code 45195)

Verification Requirements

After any absence due to illness or injury, the employee shall submit a completed and signed district absence form to his/her immediate supervisor.

The Superintendent or designee may require verification whenever an employee's absence record shows chronic absenteeism or a pattern of absences immediately before or after weekends and/or holidays or whenever available evidence clearly indicates that an absence is not related to illness or injury.
PERSONAL ILLNESS/INJURY LEAVE (continued)

In addition, the Superintendent or designee may require an employee to visit a physician selected by the district, at district expense, in order to receive a report on the medical condition of the employee. The report shall include a statement as to the employee's need for additional leave of absence and a prognosis as to when the employee will be able to return to work. If the report concludes that the employee's condition does not warrant continued absence, the Superintendent or designee may, after giving notice to the employee, deny the request for additional leave.

Any district request for additional verification by an employee's physician or a district-selected physician shall be in writing and shall specify that the report to be submitted to the district should not contain the employee's genetic information.

Any genetic information received by the district on behalf of an employee shall be treated as a confidential medical record, maintained in a file separate from the employee's personnel file, and shall not be disclosed except in accordance with 29 CFR 1635.9.

Before returning to work, an employee who has been absent for surgery, hospitalization, or extended medical treatment may be asked to submit a letter from his/her physician stating that he/she is able to return to work and stipulating any recommended restrictions or limitations.

(cf. 4032 - Reasonable Accommodation)
(cf. 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment)
PERSONAL ILLNESS/INJURY LEAVE (continued)

Short-Term and Substitute Employees

Except for a retired annuitant who is not reinstated to the retirement system, any short-term or substitute employee who works for 30 or more days within a year of his/her employment shall be credited with 24 hours of paid sick leave for that year. Unused sick leave shall not carry over to the following year of employment. (Labor Code 246)

Any short-term or substitute employee may begin to use accrued paid sick days on the 90th day of his/her employment, after which he/she may use the sick days as they are accrued. (Labor Code 246)

A short-term or substitute employee may use accrued sick leave for absences due to: (Labor Code 246.5)

1. His/her own need or the need of a family member, as defined in Labor Code 245.5, for the diagnosis, care, or treatment of an existing health condition or for preventive care

2. Need of the employee to obtain or seek any relief or medical attention specified in Labor Code 230(c) and 230.1(a) for the health, safety, or welfare of the employee, or his/her child, when the employee has been a victim of domestic violence, sexual assault, or stalking

Healthy Workplaces, Healthy Families Act Requirements

No employee, including a short-term or substitute employee, shall be denied the right to use accrued sick days and the district shall not in any manner discriminate or retaliate against an employee for using or attempting to use sick leave, filing a complaint with the Labor Commissioner, or alleging district violation of Labor Code 245-249.

To ensure the district's compliance with Labor Code 245-249, the Superintendent or designee shall:

1. At a conspicuous location in each workplace, display a poster on paid sick leave that includes the following information:
   a. That an employee is entitled to accrue, request, and use paid sick days
   b. The amount of sick days provided by Labor Code 245-249
   c. The terms of use of paid sick days

AR 4261.1(g)
PERSONAL ILLNESS/INJURY LEAVE (continued)

d. That discrimination or retaliation against an employee for requesting and/or using sick leave is prohibited by law and that an employee has the right to file a complaint with the Labor Commissioner if the district discriminates or retaliates against him/her

2. Provide at least 24 hours or three days of paid sick leave to each eligible employee to use per year and allow eligible employees to use accrued sick leave upon reasonable request

3. Provide eligible employees written notice, on their pay stub or other document issued with their pay check, of the amount of paid sick leave they have available

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

4. Keep a record documenting the hours worked and paid sick days accrued and used by each eligible employee for three years

Legal Reference:

EDUCATION CODE
45103 Substitute employees
45190 Leaves of absence and vacations
45191 Leaves of absence for illness and injury
45191.5 Leave for military service connected disability
45193 Leave of absence for pregnancy (re use of sick leave under certain circumstances)
45195 Additional leave for nonindustrial accident or illness; reemployment preference
45196 Salary; deductions during sick leave
45196.1 Differential pay during parental leave up to 12 weeks after sick leave is exhausted
45202 Transfer of accumulated sick leave and other benefits

LABOR CODE
230 Jury duty; legal actions by domestic violence, sexual assault and stalking victims, right to time off
230.1 Employers with 25 or more employees; domestic violence, sexual assault and stalking victims, right to time off
233 Illness of child, parent, spouse or domestic partner
245-249 Healthy Workplaces, Healthy Families Act of 2014

COURT DECISIONS

ATTORNEY GENERAL OPINIONS
ADMISSION

The Governing Board encourages the enrollment and appropriate placement of all school-aged children in school. The Superintendent or designee shall inform parents/guardians of children entering a district school at any grade level about admission requirements and shall assist them with enrollment procedures.

Before enrolling any child in a district school, the Superintendent or designee shall verify the child's age, residency, immunization, and other applicable eligibility criteria specified in law, the accompanying administrative regulation, or other applicable Board policy or administrative regulation.

(cf. 5111.1 - District Residency)
(cf. 5125 - Student Records)
(cf. 5141.3 - Health Examinations)
(cf. 5141.31 - Immunizations)
(cf. 5141.32 - Health Screening for School Entry)

The Superintendent or designee shall ensure that the enrollment of a homeless or foster child or a child of a military family is not delayed because of outstanding fees or fines owed to the child's last school or for his/her inability to produce previous academic, medical, or other records normally required for enrollment.

(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education of Children of Military Families)

In addition, no child shall be denied enrollment in a district school solely on the basis of his/her arrest, adjudication by a juvenile court, formal or informal supervision by a probation officer, detention in a juvenile facility, enrollment in a juvenile court school, or other contact with the juvenile justice system. (Education Code 48645.5)

(cf. 5119 - Students Expelled from Other Districts)
(cf. 6173.3 - Education for Juvenile Court School Students)

The Superintendent or designee shall not inquire into or request documentation of a student's citizenship or immigration status, and shall not deny a student enrollment in a district school on the basis of the citizenship or immigration status of the student or his/her parents/guardians. Any information obtained about a student's or parent/guardian's citizenship or immigration status shall not be shared without parent/guardian consent or a lawful judicial order, in accordance with laws pertaining to the confidentiality of student records.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5145.3 - Nondiscrimination/Harassment)
ADMISSION (continued)

A student shall not be denied enrollment based on the parent/guardian's refusal to provide the student's or parent/guardian's social security number. During the enrollment process, students and parents/guardians shall be informed that disclosure of their social security number is voluntary. (5 USC 552a Note)

When enrolling in any district school, including a school in their attendance area, children whose parents/guardians reside within district boundaries shall be subject to the timelines established by the Board for open enrollment. Children whose parents/guardians do not reside within the district or who are not otherwise eligible for enrollment in the district may apply for interdistrict attendance in accordance with the timelines specified in applicable Board policies and administrative regulations.

(cf. 5116.1 - Intradistrict Open Enrollment)
(cf. 5117 - Interdistrict Attendance)
(cf. 5118 - Open Enrollment Act Transfers)

The district's enrollment application shall include information about the health care options and enrollment assistance available to families within the district. The district shall not discriminate against any child for not having health care coverage and shall not use any information relating to a child's health care coverage or his/her interest in learning about health care coverage in any manner that would harm the child or his/her family. (Education Code 49452.9)

Legal Reference: (see next page)
ADMISSION  (continued)

Legal Reference:

EDUCATION CODE
46300  Computation of average daily attendance, inclusion of kindergarten and transitional kindergarten
46600  Agreements for admission of students desiring interdistrict attendance
48000  Minimum age of admission (kindergarten)
48002  Evidence of minimum age required to enter kindergarten or first grade
48010  Minimum age of admission (first grade)
48011  Admission from kindergarten or other school; minimum age
48050-48053  Nonresidents
48200  Children between ages of 6 and 18 years (compulsory full-time education)
48350-48361  Open Enrollment Act
48850-48859  Educational placement of homeless and foster youth
48645.5  Enrollment of former juvenile court school students
49076  Access to records by persons without written consent or under judicial order
49408  Information of use in emergencies
49452.9  Health care coverage options and enrollment assistance
49700-49704  Education of children of military families

HEALTH AND SAFETY CODE
120325-120380  Education and child care facility immunization requirements
121475-121520  Tuberculosis tests for students

CODE OF REGULATIONS, TITLE 5
200  Promotion from kindergarten to first grade
201  Admission to high school

CODE OF REGULATIONS, TITLE 17
6000-6075  School attendance immunization requirements

UNITED STATES CODE, TITLE 5
352a  Note  Refusal to disclose social security number

UNITED STATES CODE, TITLE 42
11431-11435  McKinney-Vento Homeless Assistance Act

COURT DECISIONS

Management Resources:  (see next page)
ADMISSION (continued)

Management Resources:
CSBA PUBLICATIONS
Legal Guidance on Providing All Children Equal Access to Education, Regardless of Immigration Status, February 2017
Fact Sheet: Information on the Rights of All Children to Enroll in School
Dear Colleague Letter: School Enrollment Procedures, May 8, 2014
WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov
U.S. Department of Education, Office for Civil Rights: http://www2.ed.gov/about/offices/list/ocr
U.S. Department of Justice: http://www.justice.gov
DISTRICT RESIDENCY

The Governing Board desires to admit all students who reside within district boundaries or who fulfill the district residency requirements through other means as allowed by law. The Superintendent or designee shall develop procedures to facilitate the receipt and verification of students' proof of residency.

(cf. 5116 - School Attendance Boundaries)

The Superintendent or designee shall annually notify parents/guardians of all existing attendance options available in the district, including, but not limited to, all options for meeting residency requirements for school attendance. (Education Code 48980)

(cf. 5116.1 - Intradistrict Open Enrollment)
(cf. 5117 - Interdistrict Attendance)
(cf. 5145.6 - Parental Notifications)

The Superintendent or designee shall require parents/guardians to provide documentation of the student's residency upon admission to a district school. A copy of the document or written statement offered as verification of residency shall be maintained in the student's mandatory permanent record. (5 CCR 432)

(cf. 5111 - Admission)
(cf. 5125 - Student Records)

When establishing a student's residency for enrollment purposes, the Superintendent or designee shall not inquire into a student's citizenship or immigration status.

A student's enrollment may be denied when the submitted documentation is insufficient to establish district residency. In any such case, the Superintendent or designee shall notify the parent/guardian in writing, including specific reasons for the denial.

Investigation of Residency

When the Superintendent or designee reasonably believes that a student's parent/guardian has provided false or unreliable evidence of residency, he/she may make reasonable efforts to determine that the student meets district residency requirements. An investigation may be initiated when the Superintendent or designee is able to identify specific, articulable facts supporting the belief that the parent/guardian has provided false or unreliable evidence of residency. (Education Code 48204.1, 48204.2)

The Superintendent or designee may assign a trained district employee to conduct the investigation. The investigation may include the examination of records, including public records, and/or interviews of persons who may have knowledge of the student's residency.
DISTRICT RESIDENCY (continued)

If necessary, the Superintendent or designee may employ the services of a private investigator to conduct the investigation. Before hiring a private investigator, the Superintendent or designee shall make other reasonable efforts to determine whether the student resides in the district. (Education Code 48204.2)

The investigation shall not include the surreptitious collection of photographic or videographic images of persons or places subject to the investigation. However, the use of technology is not prohibited if done in open and public view. (Education Code 48204.2)

Any employee or contractor engaged in the investigation shall truthfully identify himself/herself as an investigator to individuals contacted or interviewed during the course of the investigation. (Education Code 48204.2)

Appeal of Enrollment Denial

If the Superintendent or designee, upon investigation, determines that a student does not meet district residency requirements and denies the student's enrollment in the district, he/she shall provide the student's parent/guardian an opportunity to appeal that determination. (Education Code 48204.2)

The Superintendent or designee shall send the student's parent/guardian written notice specifying the basis for the district's determination. This notice shall also inform the parent/guardian that he/she may, within 10 school days, appeal the decision and provide new evidence of residency.

The burden shall be on the parent/guardian to show why the district's determination to deny enrollment should be overruled. (Education Code 48204.2)

A student who is currently enrolled in the district shall be allowed to remain in attendance at his/her school pending the results of the appeal. A student who is not currently enrolled in the district shall not be permitted to attend any district school unless his/her appeal is successful.

In an appeal of the Superintendent's determination that district residency requirements were not met, the Board shall review any evidence provided by the parent/guardian or obtained during the district's investigation and shall make a decision at its next regularly scheduled meeting following the parent/guardian's request for the appeal. The Board's decision shall be final.
DISTRICT RESIDENCY (continued)

Enrollment Not Requiring District Residency

When approved by the Board and the appropriate agency, the district may enroll students from other countries who are in the United States on an F-1 visa or are participating in an international exchange program under the sponsorship of a government-approved agency.

(cf. 5111.2 - Nonresident Foreign Students)
(cf. 6145.6 - International Exchange)

The district may enroll a nonresident student living in an adjoining state or foreign country in accordance with Education Code 48050-48052.

District residency is not required for enrollment in a regional occupational center or program if there are openings in the program or class. (Education Code 52317)

(cf. 6178.2 - Regional Occupational Center/Program)

Legal Reference: (see next page)
DISTRICT RESIDENCY (continued)

Legal Reference:

EDUCATION CODE
220 Prohibition of discrimination
35160.5 Intradistrict open enrollment
35351 Assignment of students to particular schools
46600-46611 Interdistrict attendance permits
48050-48054 Nonresidents
48200-48208 Compulsory education law, especially:
48204 Residency requirements
48204.1-48204.2 Evidence of residency
48300-48316 Student attendance alternatives, school district of choice program
48350-48361 Open Enrollment Act transfers
48852.7 Education of homeless students; immediate enrollment
48853.5 Education of foster youth; immediate enrollment
48980 Notifications at beginning of term
52317 Regional occupational program, admission of persons including nonresidents

FAMILY CODE
6550-6552 Caregivers

GOVERNMENT CODE
6205-6210 Confidentiality of residence for victims of domestic violence

CODE OF REGULATIONS, TITLE 5
432 Retention of student records

UNITED STATES CODE, TITLE 42
11431-11435 McKinney-Vento Homeless Assistance Act

COURT DECISIONS

Management Resources:

CSBA PUBLICATIONS
Legal Guidance on Providing All Children Equal Access to Education, Regardless of Immigration Status, February 2017
Legal Guidance Regarding International Student Exchange Placement Organizations, April 2014

Fact Sheet: Information on the Rights of All Children to Enroll in School
Dear Colleague Letter: School Enrollment Procedures, May 8, 2014

WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov
California Secretary of State, Safe at Home Program: http://www.sos.ca.gov/safeathome
U.S. Department of Education, Office for Civil Rights: http://www2.ed.gov/ocr
U.S. Department of Justice: http://www.justice.gov

Policy adopted: CSBA MANUAL MAINTENANCE SERVICE March 2017
Students

ABSENCES AND EXCUSES

The Governing Board believes that regular attendance plays an important role in student achievement. The Board shall work with parents/guardians and students to ensure their compliance with all state attendance laws and may use appropriate legal means to correct problems of chronic absence or truancy.

(cf. 5112.1 - Exemptions from Attendance)
(cf. 5112.2 - Exclusions from Attendance)
(cf. 5113.1 - Chronic Absence and Truancy)
(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 6134 - Homework/Makeup Work)

Absence from school shall be excused only for health reasons, family emergencies, and justifiable personal reasons, as permitted by law, Board policy, and administrative regulation. (Education Code 48205)

Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to law and administrative regulation. (Education Code 46014)

Inasmuch as school attendance and class participation are integral to students' learning experiences, parents/guardians and students shall be encouraged to schedule medical and other appointments during non-school hours.

Students shall not be absent from school without their parents/guardians' knowledge or consent, except in cases of medical emergency or, as authorized pursuant to Education Code 46010.1, for a confidential medical appointment.

The Board shall, by resolution entered into its minutes, approve reasonable methods that may be used to verify student absences due to illness or quarantine. (5 CCR 421)

Legal Reference: (see next page)
ABSENCES AND EXCUSES (continued)

Legal Reference:

EDUCATION CODE
1740 Employment of personnel to supervise attendance (county superintendent)
37201 School month
37223 Weekend classes
41601 Reports of average daily attendance
42238-42250.1 Apportionments
46000 Records (attendance)
46010-46014 Absences
46100-46119 Attendance in kindergarten and elementary schools
46140-46147 Attendance in junior high and high schools
48200-48208 Children ages 6-18 (compulsory full-time attendance)
48210-48216 Exclusions from attendance
48240-48246 Supervisors of attendance
48260-48273 Truants
48292 Filing complaint against parent
48320-48324 School attendance review boards
48340-48341 Improvement of student attendance
48980 Parental notifications
49067 Unexcused absences as cause of failing grade
49701 Provisions of the interstate compact on educational opportunities for military children

ELECTIONS CODE
12302 Student participation on precinct boards

FAMILY CODE
6920-6929 Consent by minor for medical treatment

VEHICLE CODE
13202.7 Driving privileges; minors; suspension or delay for habitual truancy

WELFARE AND INSTITUTIONS CODE
601-601.4 Habitually truant minors
11253.5 Compulsory school attendance

CODE OF REGULATIONS, TITLE 5
306 Explanation of absence
420-421 Record of verification of absence due to illness and other causes

ATTORNEY GENERAL OPINIONS

COURT DECISIONS

Management Resources:

CSBA PUBLICATIONS
Improving Student Achievement by Addressing Chronic Absence, Policy Brief, December 2010

WEB SITES
CSBA: http://www.csba.org

Policy adopted: CSBA MANUAL MAINTENANCE SERVICE
March 2017
Students

ABSENCES AND EXCUSES

Excused Absences

A student’s absence shall be excused for any of the following reasons:

1. Personal illness (Education Code 48205)

2. Quarantine under the direction of a county or city health officer (Education Code 48205)

(cf. 5112.2 - Exclusions from Attendance)

3. Medical, dental, optometrical, or chiropractic appointment (Education Code 48205)

4. Attendance at funeral services for a member of the immediate family, which shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state (Education Code 48205)

Immediate family shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister, or any relative living in the student’s immediate household. (Education Code 45194, 48205)

5. Jury duty in the manner provided by law (Education Code 48205)

6. The illness or medical appointment of a child to whom the student is the custodial parent (Education Code 48205)

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

7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (Education Code 48205)
   a. Appearance in court
   b. Attendance at a funeral service
   c. Observation of a holiday or ceremony of his/her religion
   d. Attendance at religious retreats for no more than four hours per semester
   e. Attendance at an employment conference
   f. Attendance at an educational conference offered by a nonprofit organization on the legislative or judicial process
ABSENCES AND EXCUSES (continued)

8. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Education Code 48205)
   (cf. 6142.3 - Civic Education)

9. To spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment (Education Code 48205)
   (cf. 6173.2 - Education of Children of Military Families)

10. To attend his/her naturalization ceremony to become a United States citizen. (Education Code 48205)

11. Participation in religious exercises or to receive moral and religious instruction in accordance with district policy, subject to the following conditions: (Education Code 46014)
   a. The student's parent/guardian shall provide written consent for the absence.
   b. The student shall attend at least the minimum school day.
   c. The student shall be excused from school for this purpose on no more than four days per school month.
   (cf. 6141.2 - Recognition of Religious Beliefs and Customs)

Method of Verification

When a student who has been absent returns to school, he/she shall present a satisfactory explanation verifying the reason for the absence. Absences shall be verified by the student’s parent/guardian, other person having control of the minor, or the student if age 18 or older. (Education Code 46012; 5 CCR 306)

The following methods may be used to verify student absences:

1. Written note, fax, email, or voice mail from parent/guardian or parent representative.

2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
ABSENCES AND EXCUSES (continued)

a. Name of student

b. Name of parent/guardian or parent representative

c. Name of verifying employee

d. Date(s) of absence

e. Reason for absence

3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. The employee shall document the verification and include the information specified in item #2 above.

4. Physician's verification.

a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may request a note from the medical office to confirm the time of the appointment.

b. If a student shows a pattern of chronic absenteeism due to illness, district staff may require physician verification of any further student absences.

Parental Notifications

At the beginning of each school year, the Superintendent or designee shall:

1. Notify parents/guardians of the right to excuse a student from school in order to participate in religious exercises or to receive moral and religious instruction at their places of worship, or at other suitable places away from school property designated by a religious group, church, or denomination (Education Code 46014, 48980)

2. Notify students in grades 7-12 and the parents/guardians of all students that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian (Education Code 46010.1)

3. Notify parents/guardians that a student shall not have his/her grade reduced or lose academic credit for any excused absence if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time, and include the full text of Education Code 48205 in the notice (Education Code 48980)
ABSENCES AND EXCUSES (continued)

(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 5145.6 - Parental Notifications)
(cf. 6154 - Homework/Faculty Work)
CSBA Sample
Board Policy
Drug And Alcohol Free Schools

BP 3513.4
Business and Noninstructional Operations

***Note:  The following policy prohibits the possession, use, or sale of drugs or alcohol by any person on district property. For policy addressing the prevention and intervention of alcohol and drug use among students, see BP 5131.6 - Alcohol and Other Drugs. For policy prohibiting employees from possessing, using, or being under the influence of a controlled substance in the workplace, see BP 4020 - Drug and Alcohol Free Workplace.***

The Governing Board recognizes the need to keep district schools free of drugs and alcohol in order to create a safe and healthy environment conducive to learning and promote student health and well-being. The Board prohibits the possession, use, or sale of drugs and alcohol at any time in district-owned or leased buildings, on district property, and in district vehicles, unless otherwise permitted by law.

(cf. 1325 - Advertising and Promotion)
(cf. 3513.3 - Tobacco-Free Schools)
(cf. 4020 - Drug and Alcohol-Free Workplace)
(cf. 4159/4259/4359 - Employee Assistance Programs)
(cf. 5030 - Student Wellness)
(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5131.62 - Tobacco)
(cf. 6142.8 - Comprehensive Health Education)

The following substances are prohibited on all district property:

1. Any substance which may not lawfully be possessed, used, or sold in California

***Note: Although Health and Safety Code 11362.1, as amended by Proposition 64 (2016), authorizes persons age 21 years and older to possess and use specified amounts of cannabis, Health and Safety Code 11362.3 prohibits possession or use of cannabis by persons under age 21 and prohibits all persons from possessing, smoking, or ingesting cannabis or cannabis products on the grounds of a school, day care center, or youth center while children are present.***

2. Cannabis or cannabis products (Health and Safety Code 11362.3; 21 USC 812, 844)

***Note: Pursuant to Business and Professions Code 25608, it is a misdemeanor to possess, consume, sell, give, or deliver any alcoholic beverage to any person in a school building or on school grounds unless a specified exception applies. Such exceptions include, but are not limited to, alcohol served during a special event, pursuant to a license or permit obtained under the
Alcohol Beverage Control Act, at district-owned facilities at a time when students are not present. Districts that do not allow any of the specified exceptions should revise item #3 accordingly. See AR 1330 - Use of School Facilities.***

3. Alcoholic beverages, unless approved by the Superintendent or designee for limited purposes specified in Business and Professions Code 25608

(cf. 1330 - Use of School Facilities)
(cf. 1330.1 - Joint Use Agreements)

***Note: Pursuant to various state laws, prescribed medication may be administered at school with written statements from the student's parent/guardian and authorized health care provider; see BP/AR 5141.21 - Administering Medication and Monitoring Health Conditions. However, Health and Safety Code 11362.79 prohibits a person who has been authorized for medical use of cannabis from smoking cannabis on the grounds of or within 1,000 feet of a school, recreation center, or youth center or on a school bus, and Health and Safety Code 11362.3 prohibits cannabis on district property while children are present as noted in item #2 above. In addition, federal law (21 USC 812, 844) continues to prohibit the possession of cannabis, even by medical users.***

Prescription medication, except for prescribed cannabis, may be administered at school in accordance with law, district policy and regulations, and written statements by the parent/guardian and the student's authorized health care provider as applicable.

(cf. 5141.21 - Administering Medications and Monitoring Health Conditions)

Information about the district's drug- and alcohol-free schools policy and the consequences for violations shall be communicated clearly to employees, parents/guardians, students, and the community.

Enforcement/Discipline

The Superintendent or designee shall take appropriate action to eliminate the possession, use, or sale of alcohol and other drugs and related paraphernalia in district facilities, on district property, in district vehicles, or at school-sponsored activities. As appropriate, he/she may direct anyone violating this policy to leave school property and/or refer the matter to law enforcement.

(cf. 1250 - Visitors/Outsiders)
(cf. 3515.2 - Disruptions)
(cf. 5145.11 - Questioning and Apprehension by Law Enforcement)
(cf. 5145.12 - Search and Seizure)

Students and employees who violate the terms of this policy may be subject to discipline and/or referred to assistance programs in accordance with law and Board policy.

(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)
Legal Reference:
EDUCATION CODE
44940 Compulsory leave of absence for certificated persons
44940.5 Procedures when employees are placed on compulsory leave of absence
45123 Employment after conviction of controlled substance offense
45304 Compulsory leave of absence for classified persons
48900 Suspension or expulsion (grounds)
48900.5 Suspension, limitation on imposition; exception
48901 Smoking or use of tobacco prohibited
48901.5 Prohibition of electronic signaling devices
48902 Notification of law enforcement authorities; civil or criminal immunity
48909 Narcotics or other hallucinogenic drugs
48915 Expulsion; particular circumstances
BUSINESS AND PROFESSIONS CODE
25608 Alcohol on school property; use in connection with instruction
GOVERNMENT CODE
8350-8357 Drug-free workplace
HEALTH AND SAFETY CODE
11053-11058 Standards and schedules
11353.6 Juvenile Drug Trafficking and Schoolyard Act
11362.1 Possession and use of cannabis, persons age 21 and over
11362.3 Limitations on possession and use of cannabis
11362.79 Limitations on medical use of cannabis
104559 Tobacco use prohibition
PENAL CODE
13860-13864 Suppression of drug abuse in schools
VEHICLE CODE
13202.5 Drug and alcohol related offenses by person under age of 21, but aged 13 or over;
UNITED STATES CODE, TITLE 20
7101-7122 Student Support and Academic Enrichment Grants
UNITED STATES CODE, TITLE 21
812 Schedules of controlled substances
844 Penalties for possession of controlled substance
UNITED STATES CODE, TITLE 41
8101-8106 Drug-Free Workplace Act
COURT DECISIONS

10/17
DURHAM UNIFIED SCHOOL DISTRICT
Board Meeting Date: 3-21-2018

SUBJECT: Guest Readers

PREPARER: Shirley Williams, Durham Elementary Principal

RECOMMENDATION: □ Approve □ Do Not Approve
□ Accept □ Discuss
□ Information Only

BACKGROUND:

Guest Readers at Durham Elementary School

We are so honored and grateful to you for volunteering to be a guest reader in one of our classrooms.
Here are just a few but important things to keep in mind:

• Please sign in and get a "Visitor Pass" in the front office when you arrive. If you need help finding a classroom, we are happy to help you find your way.

• Our teachers will supply books for you to read.

• If you would like to bring a book of your choosing, it requires prior principal approval.

• When you are finished, please return to the front office and sign out.

One of the many reasons that DES is such a wonderful learning environment is because of the tremendous support we receive from our families, community and volunteers. Thank you for your part in making this a great place to be.