

MODESTO CITY SCHOOLS

Board Policy

BP 4231

PERSONNEL

Staff Development - Classified

The Governing Board recognizes that classified staff does essential work that supports a healthy school environment and the educational program. Classified staff shall have opportunities to participate in staff development activities in order to improve job skills, learn best practices, retrain as appropriate in order to meet changing conditions in the district, and/or enhance personal growth.

The Superintendent or designee shall involve classified staff, site and district administrators, and others, as appropriate, in the development of the district's staff development program. They shall ensure that the district's staff development program is aligned with district goals, school improvement objectives, the local control and accountability plan, and other district and school plans.

Staff development may address general workplace skills and/or skills and knowledge specific to the duties of each classified position, including, but not limited to, the following topics: (Education Code 45391)

1. Student learning and achievement
 - a. How paraprofessionals can assist teachers and administrators to improve the academic achievement of students
 - b. Alignment of curriculum and instructional materials with California Academic State Standards
 - c. The management and use of state and local student data to improve student learning
 - d. Research/evidenced-based best practices in appropriate interventions and assistance to at-risk students

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2. Student and campus safety
3. Education technology, including management strategies and best practices regarding the use of education technology to improve student performance
4. School facility maintenance and operations, including best practices in the operation and maintenance of school facilities, such as green technology and energy efficiency, that help reduce the use and cost of energy at school sites
5. Special education, including research/evidence-based best practices to meet the needs of students with disabilities and to comply with any new state and federal mandates
6. School transportation and bus safety
7. Parent involvement, including ways to increase parent involvement at school sites
8. Food service, including food preparation to provide nutritional meals, food safety, and food management
9. Health, counseling, and nursing services
10. Environmental safety, including pesticides and other possibly toxic substances so that they may be safely used at school sites
11. Sensitivity to and ability to meet the needs of diverse student populations, including, but not limited to, students with characteristics specified in Education Code 200 and/or 220, Government Code 11135, and/or Penal Code 422-55
12. Knowledge of topics related to student mental and physical health, safety, and welfare, which may include social-emotional learning and trauma-informed practices

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For classroom instructional aides or other classified staff involved in direct instruction of students, staff development activities may also include academic content of the core curriculum, teaching strategies, classroom management, or other training designed to improve student performance, conflict resolution, and relationships among students. Such professional learning opportunities shall be evaluated based on criteria specified in Education Code 44277 and BP 4131 - Staff Development.

The district's staff evaluation process may be used to recommend additional individualized staff development for individual employees.

The Superintendent or designee shall provide a means for continual evaluation of the benefit of staff development activities to staff and students and shall annually report to the Board regarding the effectiveness of the staff development program.

The Superintendent or designee shall evaluate the benefit to staff and students of professional development activities.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

<u>State References</u>	<u>Description</u>
Ed. Code 44032	Travel expense payment
Ed. Code 44277	Professional growth programs for individual teachers
Ed. Code 45380-45387	Retraining and study leave (classified employees)
Ed. Code 45390-45392	Professional development for classified school employees
Ed. Code 52060-52077	Local control and accountability plan
Ed. Code 56240-56245	Staff development; service to persons with disabilities
Gov. Code 3543.2	Scope of representation
<u>Management Resources</u>	<u>Description</u>
Public Employment Relations Board Decision	United Faculty of Contra Costa Community College District v. Contra Costa Community College District, (1990) PERB Dec. No. 804, 14 PERC P21-085

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<i>Website</i>	<i>CSBA District and County Office of Education</i>
<i>Website</i>	<i>Legal Services</i>
<i>Website</i>	<i>California School Employees Association</i>
<i>Website</i>	<i>California Association of School Business Officials</i>
<u><i>Cross References</i></u>	<u><i>Description</i></u>
<i>0000</i>	<i>Vision</i>
<i>0100</i>	<i>Philosophy</i>
<i>0200</i>	<i>Goals For The School District</i>
<i>0415</i>	<i>Equity</i>
<i>0420</i>	<i>School Plans/Site Councils</i>
<i>0440</i>	<i>District Technology Plan</i>
<i>0450</i>	<i>Comprehensive Safety Plan</i>
<i>0460</i>	<i>Local Control And Accountability Plan</i>
<i>0470</i>	<i>COVID-19 Mitigation Plan</i>
<i>0500</i>	<i>Accountability</i>
<i>1100</i>	<i>Communication With The Public</i>
<i>1113</i>	<i>District And School Web Sites</i>
<i>1113-E(1)</i>	<i>District And School Web Sites</i>
<i>1114</i>	<i>District-Sponsored Social Media</i>
<i>1240</i>	<i>Volunteer Assistance</i>
<i>1312.3</i>	<i>Uniform Complaint Procedures</i>
<i>1312.3-E(1)</i>	<i>Uniform Complaint Procedures</i>
<i>1312.3-E(2)</i>	<i>Uniform Complaint Procedures</i>
<i>1313</i>	<i>Civility</i>
<i>3100</i>	<i>Budget</i>
<i>3230</i>	<i>Federal Grant Funds</i>
<i>3260</i>	<i>Fees And Charges</i>
<i>3350</i>	<i>Travel Expenses</i>
<i>3510</i>	<i>Green School Operations</i>
<i>3511</i>	<i>Energy And Water Management</i>
<i>3511.1</i>	<i>Integrated Waste Management</i>
<i>3514</i>	<i>Environmental Safety</i>
<i>3514.1</i>	<i>Hazardous Substances</i>
<i>3514.2</i>	<i>Integrated Pest Management</i>
<i>3515</i>	<i>Campus Security</i>
<i>3515.2</i>	<i>Disruptions</i>
<i>3515.3</i>	<i>District Police/Security Department</i>
<i>3515.5</i>	<i>Sex Offender Notification</i>
<i>3516</i>	<i>Emergencies And Disaster Preparedness Plan</i>
<i>3516.2</i>	<i>Bomb Threats</i>
<i>3516.3</i>	<i>Earthquake Emergency Procedure System</i>
<i>3540</i>	<i>Transportation</i>

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3541	<i>Transportation Routes And Services</i>
3541.2	<i>Transportation For Students With Disabilities</i>
3542	<i>School Bus Drivers</i>
3543	<i>Transportation Safety And Emergencies</i>
3550	<i>Food Service/Child Nutrition Program</i>
3551	<i>Food Service Operations/Cafeteria Fund</i>
3552	<i>Summer Meal Program</i>
3555	<i>Nutrition Program Compliance</i>
3555-E(1)	<i>Nutrition Program Compliance</i>
3580	<i>District Records</i>
4000	<i>Concepts And Roles</i>
4030	<i>Nondiscrimination In Employment</i>
4040	<i>Employee Use Of Technology</i>
4040-E(1)	<i>Employee Use Of Technology</i>
4112.23	<i>Special Education Staff</i>
4119.11	<i>Sexual Harassment</i>
4119.21	<i>Professional Standards</i>
4119.21-E(1)	<i>Professional Standards</i>
4119.41	<i>Employees With Infectious Disease</i>
4157	<i>Employee Safety</i>
4158	<i>Employee Security</i>
4161	<i>Leaves</i>
4200	<i>Classified Personnel</i>
4215	<i>Evaluation/Supervision</i>
4219.11	<i>Sexual Harassment</i>
4219.21	<i>Professional Standards</i>
4219.21-E(1)	<i>Professional Standards</i>
4219.41	<i>Employees With Infectious Disease</i>
4222	<i>Teacher Aides/Paraprofessionals</i>
4257	<i>Employee Safety</i>
4258	<i>Employee Security</i>
4261	<i>Leaves</i>
4261.3	<i>Professional Leaves</i>
4319.11	<i>Sexual Harassment</i>
4319.21	<i>Professional Standards</i>
4319.21-E(1)	<i>Professional Standards</i>
4319.41	<i>Employees With Infectious Disease</i>
4357	<i>Employee Safety</i>
4358	<i>Employee Security</i>
4361	<i>Leaves</i>
5030	<i>Student Wellness</i>
5121	<i>Grades/Evaluation Of Student Achievement</i>
5123	<i>Promotion/Acceleration/Retention</i>

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5131	<i>Conduct</i>
5131.2	<i>Bullying</i>
5137	<i>Positive School Climate</i>
5138	<i>Conflict Resolution/Peer Mediation</i>
5141	<i>Health Care And Emergencies</i>
5141.21	<i>Administering Medication And Monitoring Health Conditions</i>
5141.22	<i>Infectious Diseases</i>
5141.23	<i>Asthma Management</i>
5141.24	<i>Specialized Health Care Services</i>
5141.26	<i>Tuberculosis Testing</i>
5141.27	<i>Food Allergies/Special Dietary Needs</i>
5141.3	<i>Health Examinations</i>
5141.4	<i>Child Abuse Prevention And Reporting</i>
5141.52	<i>Suicide Prevention</i>
5141.6	<i>School Health Services</i>
5145.12	<i>Search And Seizure</i>
5145.3	<i>Nondiscrimination/Harassment</i>
5145.7	<i>Sexual Harassment</i>
5145.9	<i>Hate-Motivated Behavior</i>
5148	<i>Child Care And Development</i>
5148.2	<i>Before/After School Programs</i>
5148.3	<i>Preschool/Early Childhood Education</i>
6020	<i>Parent Involvement</i>
6111	<i>School Calendar</i>
6116	<i>Classroom Interruptions</i>
6120	<i>Response To Instruction And Intervention</i>
6142.7	<i>Physical Education And Activity</i>
6142.91	<i>Reading/Language Arts Instruction</i>
6162.6	<i>Use Of Copyrighted Materials</i>
6163.1	<i>Library Media Centers</i>
6164.5	<i>Student Success Teams</i>
6171	<i>Title I Programs</i>
6173	<i>Education For Homeless Children</i>
6173-E(1)	<i>Education For Homeless Children</i>
6173-E(2)	<i>Education For Homeless Children</i>
6173.1	<i>Education For Foster Youth</i>
6173.2	<i>Education Of Children Of Military Families</i>
6173.4	<i>Title VI Indian Education Program</i>
6174	<i>Education For English Learners</i>
6175	<i>Migrant Education Program</i>

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