

ORCUTT UNION SCHOOL DISTRICT
Regular Meeting of the Board of Trustees
Wednesday, May 9, 2012
Public Session – **6:45 P.M.**
Closed Session Following
Instructional Media Center
500 Dyer Street Building H, Orcutt, CA 93455

CALL TO ORDER PUBLIC SESSION 6:45 P.M.

PUBLIC COMMENT ANNOUNCEMENT

The Board of Trustees welcomes comments about items appearing or not appearing on tonight's agenda. The audience members wishing to address the Board during the Public Comment segment of the agenda are reminded to fill out a Public Comment Form from the Superintendent's secretary and submit it prior to the time the presiding officer calls for Public Comment.

A maximum of thirty (30) minutes is set aside for Public Comment; speakers are allowed a maximum of three (3) minutes to address the board on any items within the Board's jurisdiction in accordance with the Brown Act. The Board will limit any response to public comments to brief statements, referral to staff, or referral to a future board meeting.

- A. Pledge of Allegiance
- B. Superintendent's Report
An opportunity for the Superintendent to share matters of special interest or importance which are not on the board agenda and/or special presentations of district programs or activities such as curriculum/instructional updates, timely events/information, and district activities.
 - 1. PTA/PTSA Recognition
- C. Adjourn to PTA/PTSA Reception
- D. Reconvene to Public Session – **District Office Board Room**
- E. Continue Superintendent's Report
 - 1. CSEA Contract Proposals
- F. Public Comment
An opportunity for the public to provide input to the Board of Trustees. Those wishing to speak about a specific agenda item may do so during the Public Comment segment or when the item is being considered. Any request to speak must be submitted on a **Request for Public Comment Form** which can be obtained from the Superintendent's secretary and submitted prior to the presiding officer addressing the item. If you choose to speak when an item is before the Board, your name will be called prior to board consideration. An item not on the agenda must be addressed during the Public Comment segment of the agenda.
- G. Written Communication
Documents addressed to or by board members as communications during a Board of Education meeting are defined as letters from parents or community members regarding issues within the jurisdiction of authority of the Board of Education; information or reports from professional organizations, i.e., CSBA, SBCSBA, etc.; letters or reports from other public agencies; letters or reports from legislators; or letters or reports from district schools or staff.
 - 1. Letter of Positive Certification from Santa Barbara County Education Office
- H. Public Hearing
 - Tier III Flexibility Provision

CONSENT AGENDA ITEMS

Actions proposed for Consent Agenda (block vote) items are consistent with approved practices of the district and are deemed routine in nature. Since trustees receive board agenda backup information in advance of scheduled meetings, they are prepared to vote with knowledge on the block vote items.

Consent Agenda items are voted on at one time, although any such item can be considered separately at a board member's request.

- A. Classified Personnel Action Report
- B. Certificated Personnel Action Report
- C. Approval of Warrants
- D. Minutes, Regular Meeting of April 18, 2012
- E. Minutes, Special Meeting of April 19, 2012
- F. Minutes, Special Meeting of May 2, 2012
- G. Interdistrict Attendance Agreement Requests 2011/2012
- H. Interdistrict Attendance Agreement Requests 2012/2013
- I. Surplus Property
- J. Board Policy 5141.21, Administering Medications and Monitoring Health Conditions for second reading
- K. Board Policy 6143, Courses of Study for second reading
- L. May Grisham Early Learning Center's Program Self Evaluation Annual Report

It is recommended that the Board of Trustees approve Consent Agenda Items A through L, as submitted.

Moved _____ Second _____ Vote _____

ITEMS SCHEDULED FOR ACTION

A. GENERAL

1. Acceptance of Gifts

Joe Nightingale received a donation of \$25 donation from Mae Urban as part of the Wells Fargo Community Support Program.

It is recommended that the Board of Trustees accept this gift and direct that a letter of acceptance and appreciation be forwarded to May Urban.

Moved _____ Second _____ Vote _____

2. Orcutt Junior High Disney YES (Youth Education Series) Trip

Staff requests that the Board of Trustees approve the journalism and leadership class trip to Disneyland in Anaheim, CA on May 11, 2012.

Moved _____ Second _____ Vote _____

3. Orcutt Junior High 7th and 8th Grade Honor Society Trip

Staff requests that the Board of Trustees approve the Orcutt Junior High Honor Society trip to Universal Studios in Los Angeles, CA. on June 6, 2012.

Moved _____ Second _____ Vote _____

4. Campus Connection Trip to La Brea Tar Pits

Staff requests that the Board of Trustees approve the Campus Connection field trip to La Brea Tar Pits in Los Angeles, CA. on July 6, 2012.

Moved _____ Second _____ Vote _____

5. 2011/2012 Resolution No. 30, Order of Election

It is recommended that the Board of Trustees adopt 2011/2012 Resolution No. 30, Order of Election, as submitted.

Moved _____ Second _____ Vote _____

6. 2011/2012 Resolution No. 31, Candidates' Statement

It is recommended that the Board of Trustees adopt 2011/2012 Resolution No. 31, Candidates' Statement as submitted.

Moved _____ Second _____ Vote _____

B. BUSINESS

1. Copier Lease Agreements

Staff recommends that the Board of Trustees authorize staff to enter into lease agreements with More Office Solutions as authorized by California State University Agreement Bid No. 70818.

Moved _____ Second _____ Vote _____

2. Board Policy 3553, Free and Reduced

It is recommended that the Board of Trustees adopt Board Policy 3553, Free and Reduced for first reading and that it be placed on the next Consent Agenda for second reading.

Moved _____ Second _____ Vote _____

3. Board Policy 3110, Transfer of Funds

It is recommended that the Board of Trustees adopt Board Policy 3110, Transfer of Funds for first reading and that it be placed on the next Consent Agenda for second reading.

Moved _____ Second _____ Vote _____

4. Digital Schools Service Agreement

It is recommended that the Board of Trustees approve the Digital Schools Service Agreement for services with Digital Schools, as submitted.

Moved _____ Second _____ Vote _____

5. 2012/2013 General Fund Tier III Flexibility

It is recommended that the Board of Trustees approve the proposed 2012/2013 Tier II Flexibility provisions.

Moved _____ Second _____ Vote _____

6. Bid Protest Appeals

Recommendations are on the advice of District Counsel for each potential bid protest which will be communicated to the Board of Trustees.

Moved _____ Second _____ Vote _____

7. Award of Bid, Joe Nightingale School Hard Court Improvements

It is recommended that the Board of Trustees award the bid for hard court improvements at Joe Nightingale Elementary School to J & P Construction Company for \$197,089 as the lowest responsive bid with an additional 10% for contingencies in the amount of \$19,708.90 for a grand total of \$216,797.90.

Moved _____ Second _____ Vote _____

8. Award of Bid, Pine Grove School Hard Court Improvements

It is recommended that the Board of Trustees award the bid for hard court improvements at Pine Grove Elementary School to KJ, Inc. for \$199,000 as the lowest responsive bid with an additional 10% for contingencies in the amount of \$19,900 for a grand total of \$218,900.

Moved _____ Second _____ Vote _____

9. Award of Bid, Orcutt Academy High School Restroom Upgrade

It is recommended that the Board of Trustees award the bid for restroom upgrade improvements at Orcutt Academy High School to Snow Construction Company for \$46,795 as the lowest responsive bid with an additional 10% for contingencies in the amount of \$4,680, for a grand total of \$51,475.

Moved _____ Second _____ Vote _____

10. Award of Bid, Joe Nightingale School Building 400 Re-Roof

It is recommended that the Board of Trustees award the bid for re-roof at Joe Nightingale Elementary School to Wick's Roofing, Inc. for \$55,152 as the lowest responsive bid with an additional 10% for contingencies in the amount of \$5,515, for a grand total of \$60,667.

Moved _____ Second _____ Vote _____

C. CURRICULUM

1. Board Policy 6145.2, Athletic Competition

It is recommended that the Board of Trustees adopt Board Policy 6145.2, Athletic Competition as submitted for first reading and that it be placed on the next Consent Agenda for second reading.

Moved _____ Second _____ Vote _____

2. Board Policy 6161.1, Selection and Evaluation of Instructional Materials

It is recommended that the Board of Trustees adopt Board Policy 6161.1, Selection and Evaluation of Instructional Materials as submitted for first reading and that it be placed on the next Consent Agenda for second reading.

Moved _____ Second _____ Vote _____

3. Board Policy 6153, School-Sponsored Trips

It is recommended that the Board of Trustees adopt Board Policy 6153, School-Sponsored Trips as submitted for first reading and that it be placed on the next Consent Agenda for second reading.

Moved _____ Second _____ Vote _____

4. Board Policy 6146.1, High School Graduation Requirements

It is recommended that the Board of Trustees adopt Board Policy 6146.1, High School Graduation Requirements as submitted for first reading and that it be placed on the next Consent Agenda for second reading.

Moved _____ Second _____ Vote _____

5. Board Policy 5131.7, Weapons and Dangerous Instruments

It is recommended that the Board of Trustees adopt Board Policy 5131.7, Weapons and Dangerous Instruments as submitted for first reading and that it be placed on the next Consent Agenda for second reading.

Moved _____ Second _____ Vote _____

6. Board Policy 5113, Absences and Excuses

It is recommended that the Board of Trustees adopt Board Policy 5113, Absences and Excuses as submitted for first reading and that it be placed on the next Consent Agenda for second reading.

Moved _____ Second _____ Vote _____

7. Disposal of Obsolete Textbooks and Library Books

Staff recommends that the library books and instructional materials which fall into the specified categories be approved for immediate disposal in accordance with district policy.

Moved _____ Second _____ Vote _____

8. 2012/2013 Rancho Alegre Outdoor School Contract

Staff recommends that the Board of Trustees approve the 2012/2013 Rancho Alegre Outdoor School Contract as submitted.

Moved _____ Second _____ Vote _____

D. PERSONNEL

1. 2011/2012 Resolution No. 32, Declaration of Need

Staff recommends that the Board of Trustees adopt 2011/2012 Resolution No. 32, Declaration of Needs, as submitted.

Moved _____ Second _____ Vote _____

ITEMS SCHEDULED FOR INFORMATION/DISCUSSION

1. Board Financial Report
2. Administrative Regulation 6145.2, Athletic Competition
3. Administrative Regulation & Exhibit 6161.1, Selection and Evaluation of Instructional Materials
4. Administrative Regulation 6146.1, High School Graduation Requirements
5. Administrative Regulation 6153, School Sponsored Trips
6. Administrative Regulation 5125, Student Records
7. Administrative Regulation 5131.7, Weapons and Dangerous Instruments
8. Administrative Regulation 6162.51, Standardized Testing and Reporting
9. Administrative Regulation 5113, Absences and Excuses
10. Administrative Regulation 6173.1, Education of Foster Youth
11. Administrative Regulation 0450, Comprehensive Safety Plan
12. Items from the Board

GENERAL ANNOUNCEMENTS

Unless otherwise noticed, the next regular board meeting is scheduled for Wednesday, June 13, 2012, beginning with Closed Session beginning at 6:45 p.m., Public Session at 7:15 p.m. beginning in the Instructional Media Center, 500 Dyer Street, Orcutt, CA. A Special Board Meeting is scheduled for Wednesday, June 20, 2012 beginning at 6:15 p.m. in the District Office Board Room, 500 Dyer Street, Orcutt, CA. followed by a Curriculum Board Meeting.

CLOSED SESSION PUBLIC COMMENTS

This section of the agenda is intended for members of the public to address the Board of Trustees on items that are being considered in Closed Session.

ADJOURN TO CLOSED SESSION

Adjourn to Closed Session for the purpose of discussing matters expressly authorized by Government Code Section 3549.1, 54956.95, 54957, and 54957.6.

1. Public Employment per Personnel Report.
2. Public Employee Employment/Discipline/Dismissal/Release.
3. Conference with labor negotiator Robert Bush, Superintendent and/or Don Nicholson.
 - a. OEA
 - b. CSEA
4. Conference with labor negotiators for unrepresented employees:
 - a. Certificated and Classified Management, and Confidential.
Agency representative – Superintendent.
 - b. Superintendent. Agency representative – Board of Trustees
5. Student disciplinary/expulsion matters.

RECONVENE TO PUBLIC SESSION

- A. Public Report on Action Taken in Closed Session

ADJOURN

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Superintendent's Office at (805) 938-8907. Notification 48 hours prior to the meeting will enable the district to make reasonable arrangements to ensure accessibility to this meeting.

All documents related to the open session agenda are available for review 72 hours prior to the meeting at the Orcutt Union School District Office, 500 Dyer Street, Orcutt, CA.



Santa Barbara County Education Office

4400 Cathedral Oaks Road, P.O. Box 6307, Santa Barbara, California 93160-6307
(805) 964-4711 • FAX: (805) 964-4712 • Direct Dial: 964-4710 plus extension

Service and Leadership • www.sbceo.org

April 15, 2012

SBAS-8429

**Period Ended
January 31, 2012**

TO: Orcutt Union School District

FROM: Gary J. Pickavet, Assistant Superintendent
Administrative Services

SUBJECT: **Interim Financial Report Analysis and Recommendations**

Pursuant to Education Code Section 42131, our office has reviewed your district's interim report for the period ended Jan. 31, 2012.

We have notified the State Department of Education and the State Controller that your district has filed a positive certification with our office. Based on our analysis of the financial information submitted by Bob Bush, Superintendent, we concur with your district's certification. Our comments or technical corrections, if any, have been sent to your district's chief business official.

If you have any questions, please feel free to contact your district financial advisor or Priscilla Diamond at ext. 5237.

clc
attachments

cc: District Financial Advisor

Classified Personnel Action Report
May 9, 2012

TO: Bob Bush
Superintendent

SUBMITTED BY: Jan Yanagisako
Assistant Superintendent, Human Resources *Jan Y.*

SUBJECT: RECOMMENDATIONS FOR APPROVAL AND RATIFICATION

SITE	CLASSIFICATION	CLASS STEP	HOURS	SALARY	EFFECTIVE	ACTION INFORMATION
District	Utility Worker			\$12.36/hr	04/01/12	Substitute
MOT	Utility Worker			\$14.40/hr	06/13/12-8/10/12	Temporary Assignment
Transportation	Bus Attendant				06/14/12	Layoff
MOT	Utility Worker			\$14.40/hr	06/13/12-8/10/12	Temporary Assignment
MOT	Utility Worker			\$14.40/hr	06/13/12-8/10/12	Temporary Assignment
MOT	Utility Worker			\$14.40/hr	06/13/12-8/10/12	Temporary Assignment
District	Inst Assistant I			\$10.56/hr	04/19/12	Substitute
Alice Shaw	Inst Assistant I				05/11/12-05/18/12	Request Unpaid Leave of Absence
Alice Shaw	Inst Assistant/PE				06/14/12	Layoff
District	Utility Worker			\$12.36/hr	04/19/12	Substitute
District	Inst Assistant I			\$10.56/hr	04/30/12	Substitute
MOT	Utility Worker			\$18.38/hr	06/13/12-8/10/12	Temporary Assignment
District	Utility Worker			\$12.36/hr	04/30/12	Substitute
MOT	Utility Worker			\$12.36/hr	06/13/12-8/10/12	Temporary Assignment
MOT	Utility Worker			\$18.38/hr	06/13/12-8/10/12	Temporary Assignment
Patterson Road	Inst Assistant/PE				06/14/12	Layoff
MOT	Utility Worker			\$14.40/hr	06/13/12-8/10/12	Temporary Assignment
Joe Nightingale	Inst Assistant/PE				06/14/12	Layoff
MOT	Utility Worker			\$18.38/hr	06/13/12-8/10/12	Temporary Assignment
MOT	Utility Worker			\$14.40/hr	06/13/12-8/10/12	Temporary Assignment
MOT	Utility Worker			\$14.40/hr	06/13/12-8/10/12	Temporary Assignment
MOT	Utility Worker			\$12.36/hr	06/13/12-8/10/12	Temporary Assignment
MOT	Utility Worker			\$12.36/hr	06/13/12-8/10/12	Temporary Assignment
Ralph Dunlap	Inst Assistant/PE				06/14/12	Layoff

Classified Personnel Action Report
May 9, 2012

SITE	CLASSIFICATION	CLASS STEP	HOURS	SALARY	EFFECTIVE	ACTION INFORMATION
MOT	Utility Worker			\$14.40/hr	06/13/12-8/10/12	Temporary Assignment
District	Utility Worker			\$12.36/hr	04/30/12	Substitute
Pine Grove	Custodian				05/08/12-05/18/12	Request Military Leave of Absence
MOT	Utility Worker			\$12.36/hr	06/13/12-8/10/12	Temporary Assignment
Transportation	Bus Attendant				06/14/12	Layoff
MOT	Utility Worker			\$14.40/hr	06/13/12-8/10/12	Temporary Assignment
Technology	Data Specialist			\$175/mo	06/01/12	Longevity – 20 years
MOT	Utility Worker			\$18.38/hr	06/13/12-8/10/12	Temporary Assignment
MOT	Utility Worker			\$18.38/hr	06/13/12-8/10/12	Temporary Assignment
Patterson Road	Inst Assistant/PE				06/14/12	Layoff
Ralph Dunlap	Child Care Coordinator			\$175/mo	06/01/12	Longevity – 20 years
MOT	Utility Worker			\$14.40/hr	06/13/12-8/10/12	Temporary Assignment
MOT	Utility Worker			\$14.40/hr	06/13/12-8/10/12	Temporary Assignment
Orcutt Jr. High	Custodian			\$150/mo	07/01/12	Longevity – 15 years
MOT	Utility Worker			\$18.38/hr	06/13/12-8/10/12	Temporary Assignment
MOT	Utility Worker			\$14.40/hr	06/13/12-8/10/12	Temporary Assignment
MOT	Utility Worker			\$12.36/hr	06/13/12-8/10/12	Temporary Assignment
Pine Grove	Inst Assistant/PE				06/14/12	Layoff
MOT	Utility Worker			\$14.40/hr	06/13/12-8/10/12	Temporary Assignment
Joe Nightingale	Child Care Assistant			\$125/mo	06/01/12	Longevity – 20 years
MOT	Utility Worker			\$14.40/hr	06/13/12-8/10/12	Temporary Assignment
Joe Nightingale	Child Care Assisant				04/23/12-06/04/12	Request Unpaid Medical Leave of Absence

ORCUTT UNION SCHOOL DISTRICT

Certificated Personnel Action Report

TO: Bob Bush
District Superintendent

FROM: Jan Yanagisako
Assistant Superintendent, Human Resources

DATE: Board Meeting of May 9, 2012

RE: **RECOMMENDATIONS FOR APPROVAL AND RATIFICATION**

<i>SCHOOL</i>	<i>CLASS/STEP</i>	<i>EFFECTIVE DATE</i>	<i>ACTION INFORMATION</i>
Lakeview	Hourly	3/7/12	Proctor, 1.5 hrs
Lakeview	Extra Duty	2/21-3/26/12	Basketball Supervisor, 6 game
Nightingale	Extra Duty	3/1-3/29/12	Intervention, 10 hrs
Pine Grove	Hourly	3/7-3/28/12	Intervention, 4 hrs
Lakeview	Extra Duty	3/1-3/22/12	Intervention, 4 hrs
Lakeview	VI-20	6/29/12	Request Early Retirement
Nightingale	Hourly	3/1-3/29/12	Intervention, 20 hrs
Nightingale	Extra Duty	3/1-3/29/12	Intervention, 10 hrs
Pine Grove	III-20	2012-13	Request Job Share, 60%
Nightingale	Extra Duty	3/6-3/22/12	Intervention, 2.5 hrs
Nightingale	Extra Duty	3/1-3/29/12	Intervention, 10 hrs
Shaw	Extra Duty	3/1-3/27/12	Intervention, 4 hrs
Shaw	V-20	2012-13	Request for Reduced Workload, 50%
Olga Reed	Hourly	3/3-3/31/12	Migrant Saturday School, 40 hrs
Dunlap	VI-20	2012-13	Request for Reduced Workload, 50%
Nightingale	Extra Duty	3/1-3/29/12	Intervention, 8.75 hrs
Nightingale	Extra Duty	3/1-3/29/12	Intervention, 10 hrs
Lakeview	Hourly	3/1-3/29/12 3/1-3/29/12	Detention, 9 hrs Intervention, 17 hrs
District		6/15/12	School Psychologist, Opted Out of Medical Benefits only Sick Leave
District	Hourly	3/2-3/28/12	Tech Support, 40 hrs
Orcutt	Extra Duty	1/31-3/20/12	Basketball Supervisor, 6 game
District	Hourly	2/3-3/23/12	GATE, 46 hrs

*To be prorated

SCHOOL	CLASS/ STEP	EFFECTIVE DATE	ACTION INFORMATION
Nightingale	V-19	2012-13	Request Job Share, 50%
Lakeview	VI-13	2012-13	Request 60% Part-Time and 40% Leave
Nightingale	Extra Duty	3/1-3/29/12	Intervention, 11.25 hrs
Lakeview	Extra Duty	3/8-3/29/12	Homework Club, 3 hrs
Olga Reed	Hourly	3/16/12	EIA/LEP, 3.5 hrs
District	Daily	3/27/12	Sub Principal, 1 day
Shaw	Hourly	3/1-3/29/12 6/15/12	Intervention, 12 hrs Release/Non-Reelection
Patterson	Hourly	3/14-3/30/12	ELD, 12.75 hrs
Lakeview	Extra Duty	2/23-3/21/12	Basketball Supervisor, 2 game
Olga Reed	Extra Duty Extra Pay	3/5-3/13/12 8/1/11-3/30/12	Basketball Supervisor, 3 game Grievance Pay, 79.3 hrs
Pine Grove	Extra Duty	3/6-3/27/12	Intervention, 4 hrs
Patterson	V-20	2012-13	Request Job Share, 50%
Nightingale	Extra Duty	3/6-3/29/12	Intervention, 8.75 hrs
Nightingale	Extra Duty	3/1-3/29/12	Intervention, 10 hrs
District	Hourly	2/24-3/30/12	GATE, 22.5 hrs
Orcutt	Extra Duty	1/31-2/20/12	Basketball Supervisor, 6 games
Orcutt	V-11	2012-13	Request 60% Part-Time and 40% Leave
Shaw	V-15	2012-13	Request Job Share, 50%
Olga Reed	Extra Duty Extra Pay	3/5-3/13/12 8/1/11-3/30/12	Basketball Supervisor, 2 game Grievance Pay, 75.3 hrs
Olga Reed	Extra Pay	8/1/11-3/30/12	Grievance Pay, 74 hrs
Patterson	V-17	2012-13	Request Job Share, 50%
District	Hourly	2/3-4/5/12	GATE, 49 hrs
Dunlap	V-20	6/29/12	Request Early Retirement
Nightingale	V-20	2012-13	Request for Reduced Workload, 50%
District	Hourly	3/30/12 3/7/12	ELD, 5.5 hrs Star Testing, 1 hr
Nightingale	Extra Duty	3/1-3/29/12	Intervention, 10 hrs
Lakeview	Extra Duty	2/27-3/26/12	Basketball Supervisor, 3 games
District	IV-7	2012-13	80% Contract, Resource at OAHS
Nightingale	Extra Duty	3/1-3/29/12	Intervention, 10 hrs
Nightingale	Hourly	3/1-3/29/12	Intervention, 8.75 hrs
Olga Reed	Extra Pay	8/1-3/30/12	Grievance Pay, 78 hrs
Olga Reed	Hourly	5/7/12	ASES Teacher, 12 hrs wk
District	Extra Duty	3/13-3/23/12	Home & Hospital, 9 hrs
Shaw	Extra Duty	3/5-3/29/12	Intervention, 3.5 hrs

*To be prorated

SCHOOL	CLASS/STEP	EFFECTIVE DATE	ACTION INFORMATION
Pine Grove	VI-18	2012-13	Request Job Share, 40%
District	Hourly	3/14-3/30/12	ELD, 7 hrs
Nightingale	Hourly	3/5-3/28/12	Intervention, 8.75 hrs
Lakeview	Extra Duty	3/15/12	Homework Club, 1 hr
Nightingale	Extra Duty	3/1-3/29/12	Intervention, 10 hrs
Nightingale	Hourly	3/1-3/28/12	Intervention, 15 hrs
Nightingale	Extra Duty	3/1-3/29/12	Intervention, 17.5 hrs
Patterson	VI-17	2012-13	Request Job Share, 50%
Nightingale	VI-14	2012-13	Request to Return Full Time
District	Extra Duty	3/1-3/29/12	Intervention, 5 hrs
District	Hourly	3/2/12	NWEA Proctor, 2.75 hrs
District	Hourly	3/15-3/26/12	Mini Rodeo, 1.5 hrs
District	VI	6/29/12	Resignation
Nightingale	Extra Duty	3/6-3/29/12	Intervention, 8.75 hrs
District	Hourly	3/7-3/29/12	Strings, 18.5 hrs
District	Hourly	3/1-3/23/12	GATE, 14.5 hrs
District	Hourly	10/10-10/28/12	NWEA Proctor, 90 hrs
		3/1-3/29/12	Overage, 4.9 days
Olga Reed	Hourly	3/16/12	Assessment, 3.5 hrs
Orcutt	Extra Duty	3/1-3/19/12	Curriculum, 7 hrs
District	Hourly	3/1-4/19/12	Detention, 16 hrs
District	Hourly	3/1-3/28/12	District Support Services, 11 hrs
Nightingale	Hourly	3/19/12	Title 1, 22 hrs wk
Nightingale	Hourly	3/1-3/30/12	Preschool, 22 hrs
Orcutt	VI-17	2012-13	Request 60% Part-Time and 40% Leave
Dunlap	VI-20	6/29/12	Retirement
Olga Reed	Extra Pay	8/1/11-3/30/12	Grievance Pay, 76 hrs
Olga Reed	Extra Pay	8/1/11-3/30/12	Grievance Pay, 75.5 hrs
Orcutt	Extra Duty	1/31-3/20/12	Basketball Supervisor, 6 games
Orcutt	V-6	2012-13	Request 60% Part-Time and 40% Leave
Dunlap	Hourly	3/30/12	ELD, 4.5 hrs
Orcutt	Extra Duty	1/31-3/20/12	Basketball Supervisor, 6 games

*To be prorated

Warrants

The material is not included in your copy of the agenda. A copy may be obtained by arrangement with the District Superintendent's office, during District Office working hours.

This procedure is in compliance with the Public Document Law, Government Code Section Number 6257.

**ORCUTT UNION SCHOOL DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING
April 18, 2012**

CALL TO ORDER

A regular meeting of the Board of Trustees of the Orcutt Union School District was held on Wednesday, April 18, 2012 beginning with Mr. Buchanan calling Public Session to order at 6:50 p.m. Members Present: Peterson Buchanan, Hatch Meissner and Zilli. Absent: None. Administrators Present: Bush, Edds and Yanagisako. Absent: Ochej. It was moved by Jim Peterson, seconded by Bob Hatch and carried to adjourn the meeting to Closed Session at 6:50 p.m.

RECONVENE TO PUBLIC SESSION

The meeting was reconvened to Public Session at 7:15 p.m. Bob Hatch led the Pledge of Allegiance.

PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION

Mr. Buchanan reported that in Closed Session a leave of absence was approved for a certificated staff member.

SUPERINTENDENT'S REPORT

Patterson Road School students reported on some of the exciting changes that have been happening at their school including their new principal, Kate McInerney. With the blending of new May Grisham students with the Patterson Road students many old traditions from May Grisham are now becoming new traditions at Patterson.

CONSENT AGENDA ITEMS

- A. Classified Personnel Action Report
- B. Certificated Personnel Action Report
- C. Approval of Warrants
- D. Minutes, Regular Meeting, March 14, 2012
- E. Minutes, Special Meeting, March 21, 2012
- F. Minutes, Special Meeting, March 28, 2012
- G. Minutes, Special Meeting, April 4, 2012
- H. Interdistrict Attendance Agreement Requests 2011/2012
- I. Interdistrict Attendance Agreement Requests 2012/2013

It was moved by Jim Peterson, seconded by Jan Zilli and carried to approve Consent Agenda Items A through I as submitted.

ITEMS SCHEDULED FOR ACTION

Gifts

It was moved by Bob Hatch, seconded by Jim Peterson and carried to accept the gifts and directed that a letter of acceptance and appreciation be forwarded to TNT's Frozen Yogurt and Vera Biely.

Trips

It was moved by Kathy Meissner, seconded by Jan Zilli and carried to approve the Nightingale Young Scientists trip to Avila Beach Sea Life Center on May 29-30, 2012.

It was moved by Jan Zilli, seconded by Bob Hatch and carried to approve the Alice Shaw 5th grade field trip to the Ronald Reagan Library & Museum on April 30, 2012.

Campus Connection Fee Increase

It was moved by Kathy Meissner, seconded by Jan Zilli and carried to approve the 25 center per hour rate increase effective August 1, 2012.

Content Filter Subscription

It was moved by Kathy Meissner, seconded by Bob Hatch and carried to authorize staff to enter into a three year subscription with TRACE3 Services for content filtering services.

Board Policies

It was moved by Kathy Meissner, seconded by Jim Peterson and carried to adopt Board Policy 5141.21, Administering Medications and Monitoring Health Conditions as submitted for first reading and that it be placed on the next Consent Agenda for second reading.

It was moved by Kathy Meissner, seconded by Jan Zilli and carried to adopt Board Policy 6143, Courses of Study as submitted for first reading and that it be placed on the next Consent Agenda for second reading.

2012/2013 OUSD K-8 School Calendar

It was moved by Jim Peterson, seconded by Bob Hatch and carried to adopt the Orcutt Union School District K-8 2012/2013 School Calendar.

2011/2012 Resolution No. 27, Classified Layoff

It was moved by Kathy Meissner, seconded by Bob Hatch and carried to adopt 2011/2012 Resolution No. 27, Classified Layoff.

2011/2012 Resolution No. 28, Classified School Employees Week

Kathy Meissner read the resolution to the audience. It was moved by Bob Hatch, seconded by Jim Peterson and carried to adopt 2011/2012 Resolution No. 28, Classified School Employees Week. The Board thanked the classified staff for the excellent job they do in support of our students.

2011/2012 Resolution No. 29, Day of the Teacher

Jan Zilli read the resolution to the audience. It was moved by Kathy Meissner, seconded by Jim Peterson and carried to adopt 2011/2012 Resolution No. 29, Day of the Teacher. The Board thanked the certificated staff for their continued dedication to the students.

ITEMS SCHEDULED FOR INFORMATION/DISCUSSION

The Board Financial Report, California Department of Education Library Survey, Quarterly Report on Williams Uniform Complaints, Administrative Regulation 5141.21, Administering Medications and Monitoring Health Conditions, Administrative Regulation 6143, Courses of Study, Administrative Regulation/Exhibit 5125.1, Release of Directory Information were presented for information and discussion.

GENERAL ANNOUNCEMENTS

The next regular board meeting is scheduled for Wednesday, May 9, 2012 beginning with Closed Session beginning at 6:45 p.m., Public Session at 7:15 p.m. in the District Office Board Room, 500 Dyer Street, Orcutt, CA. A special board meeting is scheduled for Thursday, April 19, 2012 beginning at 9:00 a.m. in the District Office Board Room, 500 Dyer Street, Orcutt, CA.

ADJOURN

It was moved by Bob Hatch, seconded by Jim Peterson and carried to adjourn the Public Meeting at 8:02 p.m.

Bob Bush, Board Secretary

Kathleen Meissner, Clerk, Board of Trustees

**ORCUTT UNION SCHOOL DISTRICT
BOARD OF TRUSTEES
SPECIAL MEETING
April 19, 2012**

CALL TO ORDER

A special meeting of the Board of Trustees of the Orcutt Union School District was held on Thursday, April 19, 2012 beginning with Mr. Buchanan calling Public Session to order at 9:00 a.m. Members Present: Buchanan, Hatch, Peterson, Zilli and Meissner. Absent: None. Administrators Present: Bush, Yanagisako, Edds, Nicholson, and Majewski. Absent: Ochej. Jim Peterson led the Pledge of Allegiance. It was moved by Jan Zilli, seconded by Bob Hatch and carried to adjourn to Closed Session at 9:03 a.m.

RECONVENE TO PUBLIC SESSION

Public Session reconvened at 9:51 a.m. Mr. Buchanan reported that no action was taken in Closed Session.

ADJOURN

It was moved by Jim Peterson, seconded by Jan Zilli and carried to adjourn the Public Session at 9:53 a.m.

Bob Bush, Board Secretary

Kathleen Meissner, Clerk, Board of Trustees

**ORCUTT UNION SCHOOL DISTRICT
BOARD OF TRUSTEES
SPECIAL MEETING
May 2, 2012**

CALL TO ORDER

A special meeting of the Board of Trustees of the Orcutt Union School District was held on Wednesday, May 2, 2012 beginning with Mr. Buchanan calling Public Session to order at 7:00 a.m. Members Present: Buchanan, Hatch, Peterson, Zilli and Meissner. Absent: None. Administrators Present: Bush, Yanagisako, Edds, Nicholson, Ochej and Majewski. Absent: None. Jan Zilli led the Pledge of Allegiance. It was moved by Jan Zilli, seconded by Bob Hatch and carried to adjourn to Closed Session at 7:03 a.m.

RECONVENE TO PUBLIC SESSION

Public Session reconvened at 8:26 a.m. Mr. Buchanan reported that no action was taken in Closed Session.

ADJOURN

It was moved by Jim Peterson, seconded by Jan Zilli and carried to adjourn the Public Session at 8:27 a.m.

Bob Bush, Board Secretary

Kathleen Meissner, Clerk, Board of Trustees



ORCUTT UNION SCHOOL DISTRICT

INTERDISTRICT ATTENDANCE AGREEMENT REQUESTS

Current Monthly Requests May 9, 2011

Staff recommends the Board *approve* the following
Inter-District Attendance Agreement Requests for the **2011-12 School Year**:

School	New Students	Students Leaving	Students New YTD
Alice Shaw			1
Joe Nightingale		1	9
Patterson Road		1	5
Pine Grove	1		1
Ralph Dunlap	2		9
Lakeview Junior High			1
Orcutt Junior High			
Total	3	2	26

Staff recommends the Board *deny* the following
Inter-District Attendance Agreement Requests:

School	Students Entering	Students Leaving
Alice Shaw		
Joe Nightingale		
May Grisham		
Patterson Road		
Pine Grove		
Ralph Dunlap		
Lakeview Junior High		
Orcutt Junior High		
Total	0	0

Students denied Inter-District Attendance Agreement Requests
to Orcutt Union School District **YTD**:

Lompoc Unified School District	
Lucia Mar School District	
Santa Maria-Bonita School District	9



ORCUTT UNION SCHOOL DISTRICT

INTERDISTRICT ATTENDANCE AGREEMENT REQUESTS

Current Monthly Requests May 9, 2011

Staff recommends the Board *approve* the following
Inter-District Attendance Agreement Requests for the **2012-13 School Year**:

School	New Students	Renewed Students	Students Leaving	Students New	Students YTD
Alice Shaw			2		
Joe Nightingale				3	4
Olga Reed School					
Patterson Road	1	1	3	1	
Pine Grove	1	1		2	3
Ralph Dunlap					
Lakeview Junior High		1		1	1
Orcutt Junior High		2			
Total	2	5	5	7	8

Staff recommends the Board *deny* the following
Inter-District Attendance Agreement Requests:

School	Students Entering	Students Leaving
Alice Shaw		
Joe Nightingale	1	
Olga Reed		
Patterson Road		
Pine Grove		
Ralph Dunlap		
Lakeview Junior High		
Orcutt Junior High		
Total	1	0

Students denied Inter-District Attendance Agreement Requests
to Orcutt Union School District **YTD**:

District	Denials
Blochman Union School District	
Lompoc Unified School District	
San Luis Coastal	1
Santa Maria-Bonita School District	1



BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees
Bob Bush, Superintendent

FROM:  Marysia Ochej
Assistant Superintendent, Business Services

BOARD MEETING DATE: May 9, 2012

BOARD AGENDA ITEM: Surplus Property

BACKGROUND: In accordance with Education Code Sections 39520 - 39530 and BP 3260; staff recommends that the following items be declared surplus and unusable property.

Item Description

GBC Shredder located at the District Office Serial No.BE05700

RECOMMENDATION: Staff recommends that the Board of Trustees declare the above stated item as unused and/or obsolete and direct staff to dispose of this item.

FUNDING: N/A

Program Self-Evaluation Annual Report

Contractor's Legal Name			
Orcutt Union School District			
Vendor Number			<input type="checkbox"/> Cal-SAFE CDS Code
6926			
Contract and Age	<input checked="" type="checkbox"/> CSPP <input type="checkbox"/> CCTR – (Infant/Toddler) <input type="checkbox"/> CCTR – (School Age) <input type="checkbox"/> Education Network (Infant/Toddler) <input type="checkbox"/> Education Network (Preschool) <input type="checkbox"/> CHAN <input type="checkbox"/> CMIG - (Infant/Toddler) <input type="checkbox"/> CMIG - (Preschool)		
Date Program Self-Evaluation Completed		May 1, 2012	
Number of Classrooms	One	Number of Family Child Care Homes	
<p>Describe the Program Self-Evaluation Process (Note: This area expands as necessary.) The process began in the classroom in September. We started with observing the children, taking pictures of them at work in the room and collecting samples of their handiwork. The fall DRDPs were completed in October. At this time we prepared Child Summary reports to use during parent/teacher conferences in November. We tallied the DRDPs, separating the results by age (3's & 4's). Classroom teachers used the results to plan classroom activities and shared these ideas with classroom aides.</p> <p>In January the parent surveys were done. The PAC decided to have them in the classroom and ask the parents to fill them out while they were in the room on their work days. This was a nice way to give the parents plenty of time to fill out the surveys in a non-rushed manner and to be in the environment as they thought about their answers. It also was very successful in terms of the number of surveys which were completed.</p> <p>The ECRs was completed in March and in April the DRDPs were finished and tallied. The teachers held spring conferences using the Child Summary Reports. Once conferences were done, teachers focused on the Program Self Evaluation and Program Action Plan. The plan was shared at the final meeting of the PAC. It was summarized in a newsletter and shared with all program parents and was presented to the Orcutt USD School Board on May 9th 2012.</p>			
A copy of the Program Self-Evaluation will be/has been presented to the Governing Board.			Date
A copy of the Program Self-Evaluation will be/has been presented to teaching/program staff.			Date
A copy of the Program Self-Evaluation will be/has been presented to parents.			Date
Statement of Completion I certify that a Program Self-Evaluation was completed.		Signature Name, Title, and Phone Number J. Yanagisako, Ass't Sup't HR (805) 938-8909	Date April 30, 2012

**Desired Results Developmental Profile Summary of Findings
And Program Action Plan – Program or Network Level**

Contractor Name Orcutt Union School District	
Contract Type, Education Network, and/or Cal-SAFE CSPP	Age Group (Infant/Toddler, Preschool, School-Age) Preschool
Planning Date April 26, 2012	Lead Planner’s Name and Position Stacey Avelar, Site Supervisor, Teacher
Follow-up Date(s) August 2012	Lead Planner’s Name and Position Shelley Robertson, Teacher

Key Findings from Developmental Profiles And Educational Goal (What will be accomplished for children?)	Action Steps (Including materials and training needed, schedule, space and supervision changes)	Expected Completion Date and Persons Responsible	Follow-Up and Reflection (Changes made, date completed, time extended)
Half of 4 year olds are at the stage of exploring or developing in the math measures. All of the 3 year olds are at the exploring or developing stage.	The first step is to pull out the materials to analyze what we have (lots!) and how to more fully put it to use. While there are always math manipulatives available for children to use, we want to be more intentional in their use. When we have assessed materials we will start planning. Our goal is to stage the materials for the children from simpler to more complex as the year progresses. The plan is to use one of our centers as a place to focus on specific areas of math literacy throughout the year. Simultaneously we will read related books and do related activities/games during large and small groups, use math related materials in the writing center, more counting and math books in the library & use shapes, patterns, & size comparisons as starters during journal times. We will use the monthly newsletters to inform parents about the activities and share strategies for fostering math literacy at home.	Started implementation in classroom in April 2012, ongoing throughout 2012-13 school year. Classroom staff will implement the changes.	We have started with more math activities: people patterns, subtracting name cards when children are absent, comparing quantities & shape & numeral recognition activities. We have made some new games and brought out old favorites.



Community Support
PO Box 2157
Princeton, NJ 08543-2157

Tel: 888 518 4438
Fax: 609 799 8019

March 21, 2012

Dr. Holly Edds
Principal
Joe Nightingale Elementary School
255 Winter Rd
Santa Maria, CA 93455

Dear Dr. Edds:

We are pleased to inform you that your organization has been designated to receive charitable contributions through the Wells Fargo 2011 Community Support and United Way Campaign. In 2011, Wells Fargo team members pledged over \$41.6 million to more than 28,000 nonprofits and schools. Combined with other year-round donations to nonprofits, team member donated \$63.9 million, a 15 percent increase over 2010.

Because Wells Fargo underwrites all administrative costs associated with the campaign, your organization will receive 100% of fully paid contributions. Please note that some pledges may not be paid in full, due to unforeseen changes in Wells Fargo personnel.

Pledge payments will be disbursed to designated recipients as detailed below:

- Personal check and credit card contributions received by October 14, 2011 were disbursed in December 2011.
- Personal check and credit card contributions received after October 14, 2011 will be disbursed in January 2012.
- November one-time payroll deductions will be disbursed in February 2012.
- March one-time payroll deductions will be disbursed in April 2012.
- On-going payroll deductions will be disbursed quarterly in 2012 (starting in April 2012 and concluding in January 2013).

Below you will find a summary report of all contributions earmarked for your agency, along with donor detail for those who wish to be recognized. The donor report includes donor names, addresses (if available), gift type and pledge amounts. The names of those Wells Fargo team members who wished to remain anonymous are not provided below; only the dollar amount they contributed is provided.

Should you have any questions, please contact the Campaign Hotline at (888) 518-4438 or email wellsfargo@easymatch.com. Thank you for helping to build strong, safe and healthy communities.

Sincerely,

Wells Fargo Community Support Programs

<u>Donor Name</u>	<u>Gift Type</u>	<u>Pledge Amount</u>	<u>Comments</u>
[REDACTED]	Payroll 1 Time	\$25.00	music program
MAE URBAN [REDACTED]	Payroll 1 Time	\$25.00	
Number of Pledges: 2		\$50.00	

Together we'll go far



Orcutt Junior High School

P.O. BOX 2310 ORCUTT, CALIFORNIA 93457
PHONE (805) 938-8700 FAX (805) 938-8749



April 3, 2012

Dear Orcutt Union School District Board,

Like last year, the Journalism and leadership classes would like to plan a trip to participate in the Disney Resort YES Programs.

The class will be participating in either an animation or a leadership workshop that Disneyland offers to grades 3-12. The leadership class will benefit our students by helping them develop personal leadership skills and how to apply them to a team setting. Also, the class discusses the importance of diversity and helps you learn to brainstorm for creative ideas and solutions for a project. It gives students the ability to gain confidence to overcome obstacles and find courage and determination to accomplish goals and believe in their dreams.

The animation class would help us with animating the video portion of our class for the video morning news announcements. Students are taught how to create both a kineograph, or a flip book with a series of pictures that vary gradually from one page to the next, so that when the pages are turned rapidly, the pictures appear to animate by simulating motion or some other change, and a thaumatrope, or adisk or card with a picture on each side is attached to two pieces of string; when the strings are twirled quickly between the fingers the two pictures appear to combine into a single image due to persistence of vision, and are also taught to articulate various elements to the animation process. The class teaches students how to draw Disney characters using simple geometric shapes and demonstrates storyboarding. The animation class would help students to articulate the physical process of persistence of vision and to calculate the number of frames needed in a sixty-minute animated film. All of the objectives from both of the classes available to take would help our Journalism students in the future.

Our Journalism and leadership classes of 56 students would like to ask for your permission to miss school Friday, May 11, 2012 to take this educational field trip that we have already raised the money for. Thank you for your consideration.

Sincerely,

The Orcutt Junior High School Communications and Leadership Classes of 2011-2012

Orcutt Junior High School

P.O. BOX 2310 ORCUTT, CALIFORNIA 93457
PHONE (805) 938-8700 FAX (805) 938-8749



April 3, 2012

Bob Bush, Superintendent
Orcutt Union School District
Pinal and Dyer Streets
Orcutt, CA 93455

Re: Seventh and eighth grade Honor Society trips

Dear Mr. Bush:

With the permission of the Orcutt Union School District Board of Trustees, we would like permission to take approximately 150 students who have earned the privilege to visit Universal Studios. The trips will take place on June 6th.

To earn this opportunity, students had averaged 3.5 for the 1st, 2nd, and 3rd quarters of this school year.

We will be using charter buses for transportation. The approximate departure time from OJHS will be 7 AM and the students will return around 9 PM.

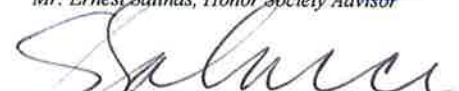
There will be a \$45.00 to \$50.00 fee to help cover the cost of the buses and tickets to the park. Our PTSA has helped defer the cost by donating money to our most deserving students.



Mr. Chris Schmidt, Honor Society Advisor



Mr. Ernest Salinas, Honor Society Advisor



Mrs. Susan Salucci, Principal



Campus Connection Memorandum

DATE: April 19, 2012

TO: Bob Bush, Superintendent

FROM: Janet Bertoldi, Director

BOARD MEETING DATE: May 9, 2012

BOARD AGENDA ITEM: Field Trip to La Brea Tar Pits

BACKGROUND: Each summer fun, educational excursions are planned for students in the Campus Connection Summer Camp Program. This summer, staff would like to take 45 second—sixth grade students to the La Brea Tar Pits in Los Angeles. Five Campus Connection staff members would supervise for a ratio of nine students to one adult. On July 6, 2012, staff and students would leave at 6:30 a.m. and return by 6:00 p.m. Transportation would be via an OUSD bus.

RECOMMENDATION: It is recommended that the Board of Trustees give permission for the Campus Connection field trip to the La Brea Tar Pits in Los Angeles on July 6, 2012.

FUNDING: La Brea Tar Pits is waiving entrance fees. Parents will only be charged for transportation costs.

ORDER OF ELECTION

(Education Code Sections 5000, 5018, 5304, 5322)

RESOLUTION ORDERING GOVERNING BOARD MEMBER ELECTION & NOTICE TO CONSOLIDATE

WHEREAS, the regular biennial election of governing board members is ordered by law pursuant to section 5000 of the Education Code to fill offices of members of the governing board of Orcutt Union School District School/Community College District of Santa Barbara County; and

WHEREAS, pursuant to Section 5340 of the Education Code, said election must be consolidated with any other school or community college district governing board elections in the same area on the same day; and

WHEREAS, pursuant to section 10400 of the Elections Code, said election may be consolidated with other elections to be held on the same day;

NOW, THEREFORE, BE IT RESOLVED that William J. Cirone, Santa Barbara County Superintendent of Schools, call the election as ORDERED and in accordance with the designations contained in the following Specifications of the Election Order made under the authority of Education Code Sections 5304 and 5322.

SPECIFICATIONS OF THE ELECTION ORDER

The election shall be held on Tuesday, November 6, 2012

The purpose of the election¹ is to elect 2 members of the governing board of Orcutt Union School/Community College District

² Indicate if any offices are for two-year terms: _____

IT IS FURTHER ORDERED that the clerk or secretary of the district shall deliver, not less than 123 days prior to the date set for the election, two copies of this Resolution and Order to the county superintendent of schools, and one copy to the officer conducting the election.³

THE FOREGOING RESOLUTION AND ORDER was adopted by a formal vote of the governing board of the Orcutt Union School District School/Community College District of Santa Barbara County, being the board authorized by law to make the designations therein contained, on May 9, 2012.

(Signed) _____
Clerk/Secretary of the Governing Board

Instructions

¹ If election is called under ECS 5018, insert:

Another purpose is whether the number of members of the governing board of _____ District shall be increased from three to five.

Another purpose of the election shall be to elect two additional members of the governing board of _____ District to serve if the above measure is approved.

² Indicate if any offices are for two-year terms (as opposed to four-year terms)

³ After the Order of Election is adopted by the board, the clerk or secretary should sign the Order and deliver two copies to the county superintendent of schools and one to the officer conducting the election not less than 123 days prior to the date set for the election (ECS 5322). One of these copies is to be delivered by the county superintendent to the county clerk or registrar of voters, with a copy of the Notice of Election, at least 124 days prior to the date of election (ECS 5324).

Candidates' Statements

School District/Community College: Orcutt Union School District

WHEREAS, Section 13307 of the Elections Code of the State of California requires this Board to adopt certain policies in regard to statements of candidates who run for office as members of the Governing Board of the district;

NOW, THEREFORE, BE IT RESOLVED that this Governing Board does hereby determine:

- That the cost of printing, handling, and mailing candidates' statements shall be charged to:
candidate

(Candidate or district)
- That the candidates' statement shall not exceed:
200

("200" or "400" words)
- That the candidates shall not be permitted to submit additional materials to be sent to the voter with the sample ballot.
- That the Registrar of Voters be directed to give a copy of these regulations to each candidate or his/her representative at the time that nomination documents are received.

BE IT FURTHER RESOLVED that these policies shall remain in full force and effect until rescinded by this Board.¹

PASSED AND ADOPTED by the Board of Directors of the

Orcutt Union School District this 9th day of May, 2012.

Ayes:

Noes:

Absent:

Abstain:

Signature
Secretary to the Board of Directors

¹ If your resolution relating to Candidate Statements has not changed for your district's board members, you may send a copy of the resolution currently in force.



BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees
Bob Bush, Superintendent

FROM:  Marysia Ochej,
Assistant Superintendent, Business Services

BOARD MEETING DATE: May 9, 2012

BOARD AGENDA ITEM: Approval of Copier Agreement

BACKGROUND: In the past, the District has used CIT Leasing Company for (9) Risograph copiers. The contract is due to expire June 30, 2012. The maintenance contract is with Witt Company which has very limited service support staff in our area. The Risograph machine is also a more expensive copier to lease.

We have been waiting to be able to replace the copiers all at one time at the school sites and tying into our current copier contract. We are recommending proceeding with a piggy back bid from California State University utilizing More Office Solutions. This is beneficial as a cost savings to the District. We have been working for years to bring all of the district copiers to one vendor. The advantage of this is that now and in the future we can go out and look at pricing and vendors to be used to our competitive advantage with a better economy of scale. Lease periods are for five years.

Our particular pricing for this piggyback is as follows:

IR 5050 Canon Black and White Copier

Copiers	Monthly Lease Rate
IR 5050	\$140.64
Optional Fax Function	\$ 26.79
Scan Option	\$ 11.05
Total monthly cost per machine	\$178.48

Currently we have (9) copiers but we will only be replacing (8) copiers for a monthly total of \$1,427.84. The cost per click cost will be .0045 per copy.

RECOMMENDATION: Staff recommends that the Board of Trustees authorize staff to enter into lease agreements with More Office Solutions as authorized by California State University agreement Bid No. 70818.

FUNDING: General Fund



BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees
Bob bush, Superintendent

FROM: *WMD* Marysia Ochej
Assistant Superintendent, Business Services

BOARD MEETING DATE: May 09, 2012

BOARD AGENDA ITEM: Board Policies, Business and Noninstructional Operations, Board Policies 3110 and 3553.

BACKGROUND: In our continued effort to be current with district board policies, attached is the next set of policies for first reading. These new polices have been reviewed by the School Boards Association legal counsel and comply with current requirements. This will bring us up-to-date with current practices and legalese.

Board Policies	Policy
3110	Transfer of Funds
3553	Free and Reduced Price Meals

RECOMMENDATION: Staff recommends that the Board of Trustees approve Board Policies 3110 and 3553 as presented for first reading.

FUNDING: N/A

Transfer of Funds

Business and Noninstructional Operations

The Governing Board recognizes its responsibility to monitor the district's fiscal practices to ensure accountability regarding the expenditure of public funds and compliance with legal requirements.

(cf. 3100 - Budget)

(cf. 3400 - Management of District Assets/Accounts)

The Board may transfer funds during or at the end of the fiscal year in accordance with law as necessary to meet district needs or to permit the payment of district obligations. (Education Code 16095, 17582-17592, 42600-42603, 42605, 42841-42843, 52616.4)

Tier 3 Categorical Flexibility

From the 2008-09 through ~~2012-13~~ 2014-15 fiscal years, the Board has determined that it is in the best interest of the district to utilize the categorical program flexibility authorized by Education Code 42605. Funds received for programs identified by law as Tier 3 categoricals may be expended for any educational purpose.

The Board shall hold a public hearing **prior to and independently of the board's regular budget adoption meeting** to take testimony from the public, discuss, and approve or disapprove the proposed use of the funding, and shall make explicit for each of the categorical budget items the purposes for which the funds will be used. **Whenever the proposed use of the funding will result in the elimination of a program, the notice for the public hear must identify the program proposed to be eliminated.** (Education Code 42605)

During the hearing, the Board shall consider the district's goals for student learning and determine funding priorities and program focus. The Board may also discuss statutory constraints, available resources, and whether program modifications might improve educational outcomes.

The Superintendent or designee shall regularly report to the Board regarding how the district is exercising the flexibility and whether the desired results are being achieved. He/she shall also complete any necessary reports required by the California Department of Education.

(cf. 0420 - School Plans/Site Councils)

(cf. 0420.1 - School-Based Program Coordination)

(cf. 0440 - District Technology Plan)

(cf. 0520.1 - High Priority Schools Grant Program)

(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 3111 - Deferred Maintenance Funds)
(cf. 3530 - Risk Management/Insurance)

BP 3110 (b)

(cf. 4111 - Recruitment and Selection)
(cf. 4112.2 - Certification)
(cf. 4112.21 - Interns)
(cf. 4113 - Assignment)
(cf. 4131 - Staff Development)
(cf. 4131.1 - Beginning Teacher Support/Induction)
(cf. 4138 - Mentor Teachers)
(cf. 4139 - Peer Assistance and Review)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
(cf. 5123 - Promotion/Acceleration/Retention)
(cf. 5136 - Gangs)
(cf. 5141.32 - Health Screening for School Entry)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5145.6 - Parental Notifications)
(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 5147 - Dropout Prevention)
(cf. 5148.1 - Childcare Services for Parenting Students)
(cf. 5149 - At-Risk Students)
(cf. 6111 - School Calendar)
(cf. 6141.5 - Advanced Placement)
(cf. 6142.6 - Visual and Performing Arts Education)
(cf. 6142.91 - Reading/Language Arts Instruction)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6151 - Class Size)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
(cf. 6162.52 - High School Exit Examination)
(cf. 6163.1 - Library Media Centers)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6176 - Weekend/Saturday Classes)
(cf. 6177 - Summer School)
(cf. 6178 - Career Technical Education)
(cf. 6178.2 - Regional Occupational Center/Program)
(cf. 6179 - Supplemental Instruction)
(cf. 6184 - Continuation Education)
(cf. 6185 - Community Day School)
(cf. 6200 - Adult Education)
(cf. 9323.2 - Actions by the Board)

Legal Reference:

EDUCATION CODE

- 78 Definition governing board
- 5200 Districts governed by boards of education
- 16095 Transfer of district funds to district state school building fund
- 17582 Deferred maintenance fund; establishment; purpose
- 17583 Deferred maintenance fund; transfer
- 17584 Budgeting certification deferred maintenance fund; apportionment
- 17585 Applications for deferred maintenance funding
- 41301 Section A state school fund allocation schedule
- 42125 Designated and unappropriated fund balances
- 42600 District budget limitation on expenditure
- 42601 Transfers between funds to permit payment of obligations at close of year
- 42603 Transfer of monies held in any fund or account to another fund; repayment
- 42605 Tier 3 categorical flexibility
- 42840-42843 Special reserve fund
- 52616.4 Expenditures from adult education fund

Management Resources:

CSBA PUBLICATIONS

Flexibility Provisions in the 2008 and 2009 State Budget: Policy Considerations for Governance Teams, Budget Advisory, March 2009

CALIFORNIA DEPARTMENT OF EDUCATION CORRESPONDENCE

Fiscal Issues Relating to Budget Reductions and Flexibility Provisions, April 2009

WEB SITES

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

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

Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>

Policy Adopted:

ORCUTT UNION SCHOOL DISTRICT
Orcutt, California

Free And Reduced Price Meals

Business and Noninstructional Operations

The Governing Board recognizes that adequate nutrition is essential to the development, health, and learning of all students. The Superintendent or designee shall facilitate and encourage the participation of students from low-income families in the district's food service program.

- (cf. 3551 - Food Service Operations/Cafeteria Fund)
- (cf. 3552 - Summer Meal Program)
- (cf. 5030 - Student Wellness)
- (cf. 5148 - Child Care and Development)
- (cf. 5148.2 - Before/After School Programs)
- (cf. 6177 - Summer School)

The district shall provide at least one nutritionally adequate meal each school day, free of charge or at a reduced price, for students whose families meet federal eligibility criteria. (Education Code 49550, 49552)

The Superintendent or designee shall ensure that meals provided through the free and reduced-price meals program meet applicable state and/or federal nutritional standards in accordance with law, Board policy, and administrative regulation.

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

Schools participating in the Special Milk Program pursuant to 42 USC 1772 shall provide milk at no charge to students who meet federal eligibility criteria for free or reduced-price meals.

The Board shall approve, and shall submit to the California Department of Education for approval, a plan that ensures that students eligible to receive free or reduced-price meals and milk are not treated differently from other students. (Education Code 49557)

- (cf. 0410 - Nondiscrimination in District Programs and Activities)
- (cf. 3555 - Nutrition Program Compliance)
- (cf. 5145.3 - Nondiscrimination/Harassment)

Confidentiality/Release of Records

All applications and records related to eligibility for the free and reduced-price meals program shall be confidential except as provided by law. (Education Code 49558)

BP 3553 (b)

If a student transfers from the district to another district or to a private school, the Superintendent or designee may release the student's eligibility status or a copy of his/her free and reduced-price meal application to the other district or school to assist in the continuation of the student's meal benefits.

The Board authorizes designated employees to use individual records pertaining to student eligibility for the free and reduced-price meals program for the purposes of: (Education Code 49558)

1. Disaggregation of academic achievement data
2. In any school identified as a Title I program improvement school pursuant to 20 USC 6316, identification of students eligible for school choice and supplemental educational services

(cf. 0520.2 - Title I Program Improvement Schools)

(cf. 5125 - Student Records)

(cf. 6162.51 - Standardized Testing and Reporting Program)

(cf. 6171 - Title I Programs)

The Board further authorizes the release of information on the school lunch program application to the local agency that determines Medi-Cal program eligibility, **National School Lunch Program with the local agency responsible for determining eligibility for participation in the CalFresh (formerly Food Stamp) or other nutrition assistance** provided that the student is approved for free meals and the parent/guardian consents to the sharing of information in accordance with Education Code 49557.2.

(cf. 5141.6 - School Health Services)

Legal Reference:

EDUCATION CODE

48980 Notice at beginning of term

49430-49436 Pupil Nutrition, Health, and Achievement Act of 2001

49490-49494 School breakfast and lunch programs

49500-49505 School meals

49510-49520 Nutrition

49530-49536 Child Nutrition Act of 1974

49547-49548.3 Comprehensive nutrition service

49550-49562 Meals for needy students

CODE OF REGULATIONS, TITLE 5
15510 Mandatory meals for needy students

BP 3553 (c)

15530-15535 Nutrition education
15550-15565 School lunch and breakfast programs
UNITED STATES CODE, TITLE 20
1232g Federal Educational Rights and Privacy Act
6301-6514 Title I programs
UNITED STATES CODE, TITLE 42
1751-1769j School lunch program
1771-1791 Child nutrition, especially:
1773 School breakfast program
CODE OF FEDERAL REGULATIONS, TITLE 7
210.1-210.31 National School Lunch Program
220.10-220.21 National School Breakfast Program
245.1-245.13 Determination of eligibility for free and reduced-price meals and free milk

Management Resources:

CSBA PUBLICATIONS

Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006

CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT BULLETINS

USDA-SNP-07-2010 Change in Free and Reduced-Price Meal Application Approval Process, September 2010

NSD-SNP-12-2010 Clarification Regarding the Ability to Share Student Meal Program Eligibility Information Between School Food Authorities, April 2010

04-103 Implementation of Final Rule on Verification of Applications for Free and Reduced-Price Meals, August 2004

98-101 Confidentiality of Free and Reduced-Price Eligibility Information, February 1998

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Feed More Kids, Improve Program Participation

Direct Certification Implementation Checklist, May 2008

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

Eligibility Manual for School Meals: Federal Policy for Determining and Verifying Eligibility, January 2008

Provision 2 Guidance: National School Lunch and School Breakfast Programs, Summer 2002

WEB SITES

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

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

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

California Project LEAN (Leaders Encouraging Activity and Nutrition):

<http://www.californiaprojectlean.org>

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

Policy Adopted: February 15, 2007


Policy Revised:

ORCUTT UNION SCHOOL DISTRICT
Orcutt, California



BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees
Bob Bush, Superintendent

FROM:  Marysia Ochej
Assistant Superintendent, Business Services

BOARD MEETING DATE: May 9, 2012

BOARD AGENDA ITEM: Digital Schools Service Agreement

BACKGROUND: The District has been using Digital Schools since 2005 for position control which is essential to monitoring budgetary controls.

The Digital Schools Service Subscription extension agreement is due to renew for a three year agreement beginning, July 1, 2012 through June 30, 2015. At the end of the second year we have the ability to terminate due to anticipation of the County of Santa Barbara implementing an integrated financial software program that would bundle position control into one system thereby not needed this system any further.

The annual base of \$18,576 is subject in subsequent years to an allocation based on FTE's in the district and indexed to the CPI (consumer price index.)

RECOMMENDATION: Staff recommends the Board approve the attached Digital Schools Service Agreement for services with Digital Schools as proposed.

FUNDING: General Fund



SUBSCRIPTION EXTENSION AGREEMENT

District: ORCUTT UNION SCHOOL DISTRICT

Subscription Renewal Start Date: JULY 1, 2012

Subscription Expiration Date: JUNE 30, 2015

Agreement Type	Services	Term	Subscription Start Date	Subscription Expiration Date
Renewal	<i>Digital Schools Suite™</i>	3 Years**	July, 1, 2012	June 30, 2015

FTE Count*	Base FTE Rate/ Month	Base Monthly Rate	Base Quarterly Rate	
430	\$3.60	\$ 1,548.00	\$ 4,644.00	
Period	Months	Base Payment Amount	Notes	
7/1/12-6/30/13	12	\$ 18,576	Subject to FTE and CPI adjustment as described below.	
7/1/13-6/30/14	12	\$ 18,576		
7/1/14-6/30/15	12	\$ 18,576		

*FTE count reflects the total FTE as of the first Wednesday of October, as determined by an audit of data within the Digital Schools Suite. This total is subject to annual adjustment as described below.

**On July 1, 2014, this contractual extension will automatically renew for an additional year at the rates and terms above, except in the event that either party has provided the other sixty (60) days' written notice of intent to terminate the agreement at the conclusion of the current year of service.

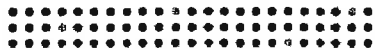
Payment Requirements:

Billing is 30 days in advance of the services to be rendered. For example, monthly invoices for July services are sent June 1st with a due date of June 30th.

FEE ADJUSTMENTS

FTE Adjustment: The recurring fees as specified above are based on the total Full Time Equivalents ("FTE") for all employees determined as of the first Wednesday in October of each year during the term of the Subscription Agreement. If there is an increase or decrease in the number of FTEs, such additional amounts shall be added or reduced to the recurring fees as of July 1st of the following calendar year.

CPI Adjustment: District shall pay to DSC for the Services during the Term the Fees at the initial rate set forth above, provided that the Fees shall be increased (but not decreased) annually on July 1st of each



Digital Schools

year during the Term by multiplying such initial rate by a fraction, the numerator of which is the CPI (as hereinafter defined) published for the month of October of the preceding year and the denominator of which is the CPI published for the month of October. The "CPI" shall mean the consumer price index for all urban consumers for the West Region All Items (1982 – 1984 = 100) as published by the United States Department of Labor, Bureau of Labor Statistics. If the CPI is changed so the base year differs from that in effect on the date of this Subscription Agreement, the CPI shall be converted in accordance with the conversion factor published by the United States Department of Labor, Bureau of Labor Statistics. If the CPI is discontinued or revised during the Term, such other government index with which it is replaced or such other comparable computation shall be used in order to obtain substantially the same result as would be obtained if the CPI had not been discontinued or revised.

Additional Fees, where applicable:

Training: During implementation, any personnel the District desires to have trained who do not attend scheduled and mutually agreed upon training, will be trained against full rates set forth herein if training is rescheduled and Digital Schools personnel are required to conduct additional training. If training is cancelled with less than 24 hours of notification, the District will be liable for fees associated with travel. If training is cancelled, or personnel to be trained are not available, when the Implementation Coordinator from Digital Schools arrives at the District, the District will be charged for travel fees and for all subsequent training of these personnel.

Post- Implementation Training: Digital Schools provides an array of on-line training, fee based user conferences, F1 Online Help, and a sophisticated DS Support system. The District's Implementation Manager is responsible for training new hires. Digital Schools will conduct onsite training if requested on a fee-basis; on line training is conducted at no charge.

Data Import: Digital Schools agrees to complete the initial import of District data at no charge to the District. However, a flat \$12,000 re-import fee will be charged for any subsequent re-import of all data that may be required due District personnel not maintaining data or not appropriately using the application.

Programming or Redesign: Digital Schools accommodates the majority of configurations required or requested during the initial implementation (see "Configuration" definition). Clients requesting enhancements or redesign during or after implementation will provide a list of requirements. Digital Schools will provide a Scope of Work and Fees to accommodate the request. Not all enhancements or redesigns will be accommodated – for example, if the request is viewed to not represent best practices; if it is 'desired' rather than required for efficient operations; or if development time is not available. Enhancements that are essential for the District's operations will be accommodated on a fee basis and according to development time and schedule.

Reinstatement Fee: \$2,000.00

Termination Labor Rate: \$125.00 per hour

Implementation Coordinator Visit Fee: \$150/hour (\$1,200/day) + travel time and travel and lodging expenses (where required) following implementation OR during implementation if



DigitalSchools

resources required for implementation do not attend due to district conflicts and notification is not provided 24 hours in advance of travel.

Development Time - \$175.00 to \$225.00 per hour (against an agreed upon Scope of Work)

Client Services Manager - \$150/hour (\$1,200/day) + travel time and travel and lodging expenses (where required)

Manager Support - \$150.00/hour

Staff Support – \$150.00 in excess of five (5) hours per month

Systems Manager (IT Time) - \$150/hour as needed

Custom Reports - \$175/hour of Development Time

Any component required after Implementation shall be fee based at negotiated rates.



DigitalSchools

The prices in this Renewal Subscription Agreement supersede any previous prices under prior Subscription Agreements, or any previously submitted or stated price quotations.

This Renewal Subscription Agreement is subject to and governed by the terms and conditions of the Master Services Agreement, Including all Exhibits and Attachments thereto executed and in effect between the parties. District hereby orders from Digital Schools of California, LLC the specific services and equipment listed and on the attachments hereto, and DSC hereby accepts such subscription in accordance with the terms herein.

IN WITNESS WHEREOF, the parties have caused this Subscription Agreement to be executed and delivered by their duly authorized officials as of the date set forth below.

DISTRICT:

ORCUTT UNION SCHOOL DISTRICT,
a California public school district

By: _____

Print Name: _____

Title: _____

Date: _____

DSC:

DIGITAL SCHOOLS OF CALIFORNIA, LLC,
a California limited liability company

By: _____

Print Name: Sarah Beyne

Title: President

Date: _____



BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees
Bob Bush, Superintendent

FROM: YMO Marysia Ochej
Assistant Superintendent, Business Services

BOARD MEETING DATE: May 9, 2012

BOARD AGENDA ITEM: 2012/2013 General Fund Tier III Flexibility

BACKGROUND:

SBX3 4 (Education Code Section 42605) authorizes complete Flexibility in the use of funds appropriated in 39 budget act items. For fiscal year 2008-09 through 2013-14, school districts may use funds from these 39 programs for any educational purpose. The funds are therefore unrestricted. A school district has discretion to use the funds as they did before, however this will all be accounted for in the unrestricted part of the budget. This is now a local decision as allowed by the flexibility provision. There are no longer state restrictions or requirements, such as expenditure reports or compliance reviews associated with this funding.

The governing board is approving the acceptance of and uses of funds to meet educational needs as part of the Public Hearing on Tier III flexibility programs as follows:

Program Name:

- Community Base English Tutoring
- School Safety & Violence Prevention
- Art and Music Block Grant
- Supplemental School Counseling
- Gifted & Talented Education
- Instructional Materials Realignment Program
- Peer Assistance & Review
- Professional Development Block Grant
- Targeted Instructional Development Block Grant
- School & Library Improvement Block Grant
- Remedial Supplemental Programs
- Math and Reading Professional Development
- Deferred Maintenance
- Charter School Categorical Block Grant

RECOMMENDATION: It is recommended that the Board of Trustees approve the proposed 2012/13 Tier III flexibility provisions.

FUNDING: Fund 01



BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees
Bob Bush, Superintendent

FROM: *MO* Marysia Ochej
Assistant Superintendent, Business Services

BOARD MEETING DATE: May 9, 2012

BOARD AGENDA ITEM: Bid Protest Appeals

BACKGROUND: OUSD Administrative regulation 3311 (e) addresses protests by bidders. "A bidder may protest a bid award if he/she believes that the award was inconsistent with the Board Policy or the bid specifications or was not in compliance with the law." I have attached the AR for your review.

The District has been bidding summer projects in anticipation of awarding bids at this meeting. There has been one official protest to date that I have denied. The contractor has requested an appeal to the Board of Trustees upon my denial. Due to additional bid openings this week there is a possibility that there may be more than one appeal by the time of the board meeting.

The board will have an opportunity to hear from staff and the contractor/s before you make your decision. The board decision is final.

RECOMMENDATION: Recommendations are on the advice of District Counsel for each potential bid protest which will be communicated to the Board of Trustees.

FUNDING: N/A

BIDS (continued)

Sole Sourcing

Specifications for contracts for construction, alteration or repair of school facilities may not limit bidding to any one product or supplier. Specifications designating a particular brand name shall list at least two brands of comparable quality or utility and follow the description with the words "or equal." (Public Contract Code 3400)

Specifications for contracts may designate a product by brand or trade name (sole sourcing) when one or more of the following conditions apply: (Public Contract Code 3400)

1. The product is designated to match others in use on a particular public improvement that has been completed or is in the course of completion.
2. One product has a unique application required to be used in the public interest.
3. Only one brand or trade name is known.
4. Upon resolution of the Board, the Board makes a finding that the item sought is the subject of a field test to determine its suitability for future use.

Protests by Bidders

A bidder may protest a bid award if he/she believes that the award was inconsistent with Board policy or the bid's specifications or was not in compliance with law.

A protest must be filed in writing with the Superintendent or designee within five working days after receipt of notification of the contract award. The bidder shall submit all documents supporting or justifying the protest. A bidder's failure to timely file a protest shall constitute a waiver of his/her right to protest the award of the contract.

The Superintendent or designee shall review the documents submitted with the bidder's claims and render a decision in writing within 30 days. The Superintendent or designee also may convene a meeting with the bidder in order to attempt to resolve the problem.

The bidder may appeal the Superintendent or designee's decision to the Board. The Superintendent or designee shall provide reasonable notice to the bidder of the time for Board consideration of the contract award. The Board's decision shall be final.



BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees
Bob Bush, Superintendent

FROM: *MO* Marysia Ochej
Assistant Superintendent, Business Services

BACKGROUND: May 9, 2012

BOARD AGENDA ITEM: Award Bid for Joe Nightingale Elementary Hard Court Improvements

BACKGROUND: As required, bids have been requested for the hard court improvements at Joe Nightingale Elementary. The scope of work includes alterations to the hard court play area and the accessible path of travel at Joe Nightingale Elementary School located at 255 Winter Road, Orcutt, CA 93455. The work to be performed includes selective demolition; concrete flatwork; asphaltic concrete pavement; play court striping; concrete footings; exterior court athletic equipment and associated site improvements related to this work.

On May 1, 2012, ten sealed bids were received, ranging from \$197,000 to \$264,729. The three lowest bidders are as follows:

COMPANY	TOTAL BID
J & P Construction	\$197,089
Central Valley Asphalt	\$212,800
Vernon Edwards	\$222,248

RECOMMENDATION: It is recommended that Board of Trustees award the bid for hard court improvements at Joe Nightingale Elementary School to J & P Construction Company, for \$197,089 as the lowest responsive bid with an additional 10% for contingencies in the amount \$19,708.90 for a grand total of \$216,797.90.

FUNDING: Fund 14 – Deferred Maintenance



BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees
Bob Bush, Superintendent

FROM: *upd* Marysia Ochej
Assistant Superintendent, Business Services

BACKGROUND: May 9, 2012

BOARD AGENDA ITEM: Award Bid for Pine Grove Elementary Hard Court Improvements

BACKGROUND: As required, bids have been requested for the hard court improvements at Pine Grove Elementary. The scope of work includes alterations to the hard court play area and the accessible path of travel at Pine Grove Elementary School located at 1050 East Rice Ranch Road, Orcutt, CA 93455. The work to be performed includes selective demolition; concrete flatwork; asphaltic concrete pavement; pavement markings; chain-link fencing; exterior court athletic equipment and associated site improvements related to this work.

On May 1, 2012, sealed bids were received, ranging from \$199,000 to \$261,464. The three lowest bidders are as follows:

COMPANY	TOTAL BID
KJ Cain, Inc.	\$199,000
J & P Construction	\$201,102
Holland Construction	\$223,000

RECOMMENDATION: It is recommended that Board of Trustees award the bid for hard court improvements at Pine Grove Elementary School to KJ, Inc., for \$199,000 as the lowest responsive bid with an additional 10% for contingencies in the amount \$19,900, for a grand total of \$218,900.

FUNDING: Fund 25 – Capital Facilities



BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees
Bob Bush, Superintendent

FROM: *YKW* Marysia Ochej
Assistant Superintendent, Business Services

BACKGROUND: May 9, 2012

BOARD AGENDA ITEM: Award Bid for Orcutt Academy High School Restroom Upgrades

BACKGROUND: As required, bids have been requested for the rest room improvements at Orcutt Academy High School. The scope of work includes a remodel of one Boys Restroom and one Girls Restroom to accommodate adult height fixture dimensions and associated improvements as shown on the contract documents for Orcutt Academy High School located at 610 Pinal Street, Orcutt, CA 93455.

On May 3, 2012, five sealed bids were received, ranging from \$46,795 to \$74,127. The three lowest bidders are as follows:

COMPANY	TOTAL BID
Snow Construction	\$46,795
Holland Construction	\$49,449
Kinyon Construction	\$49,458

RECOMMENDATION: It is recommended that Board of Trustees award the bid for restroom upgrade improvements at Orcutt Academy High School to Snow Construction Company, for \$46,795 as the lowest responsive bid with an additional 10% for contingencies in the amount \$4,680, for a grand total of \$51,475.

FUNDING: Fund 01 – General Fund



BUSINESS SERVICES MEMORANDUM

TO: Board of Trustees
Bob Bush, Superintendent

FROM: Marysia Ochej
Assistant Superintendent, Business Services

BACKGROUND: May 9, 2012

BOARD AGENDA ITEM: Award Bid for Joe Nightingale Elementary School Building 400 Re-Roof

BACKGROUND: As required, bids have been requested for the Re-Roof improvements at Joe Nightingale Elementary School. The scope of work includes re-roof of classroom building 400 and associated work related to the installation of this scope of work at Joe Nightingale Elementary School located at 255 Winter Road, Orcutt, CA 93455.

On May 3, 2012, two sealed bids were received. The bids were as follows:

COMPANY	TOTAL BID
Wicks Roofing	\$55,152
J & P Construction	\$65,666

RECOMMENDATION: It is recommended that Board of Trustees award the bid for Re-Roof at Joe Nightingale Elementary School to Wick's Roofing, Inc. for \$55,152 as the lowest responsive bid with an additional 10% for contingencies in the amount \$5,515, for a grand total of \$60,667.

FUNDING: Fund 14 – Deferred Maintenance



Educational Services

Holly Edds, Assistant Superintendent
hedds@orcutt-schools.net

TO: Bob Bush, Superintendent

FROM: Holly Edds
Assistant Superintendent, Educational Services

BOARD MEETING DATE: May 9, 2012

BOARD AGENDA ITEM: Board Policy 6145.2
Administrative Regulation 6145.2
ATHLETIC COMPETITION

BACKGROUND: Policy and regulation updated to reflect new law (AB 25) which requires districts to distribute information on concussions and head injuries to student athletes and their parents/guardians and requires that a student athlete who is suspected of sustaining a concussion be immediately removed from the athletic activity and not allowed to return until a health care provider provides written clearance. Policy also reflects (1) new court decision re: liability for failure to provide equivalent athletic opportunities for males and females even if the females did not provide notice of their disadvantageous treatment; (2) new law (SB 107) which extends the operation of the California Interscholastic Federation (CIF) until 2017; and (3) CIF bylaws related to student eligibility for interscholastic athletic programs, including bylaws limiting eligibility of students in home schooling or home study/independent study programs. Updated regulation clarifies requirements related to ensuring that equivalent athletic opportunities are provided to both sexes.

RECOMMENDATION: It is recommended that the Board of Trustees approve the revision to BP 6145.2

FUNDING: No funding implications.

ATHLETIC COMPETITION

The Board of Trustees recognizes that the athletic program constitutes an integral component of the educational program and helps to build a positive school climate. The athletic program also promotes the physical, social and emotional well-being and **character development** of participating students, ~~and provides them with an opportunity to learn beneficial character development skills.~~ The athletic program shall be designed to meet students' interests and abilities and be varied in scope to attract wide participation.

(cf. 3530 – Risk Management/Insurance)

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

(cf. 5030 – Student Wellness)

(cf. 5137 - Positive School Climate)

(cf. 6142.7 - Physical Education)

(cf. 7110 - Facilities Master Plan)

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

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

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

(cf. 1260 – Educational Foundation)

(cf. 1321 – Solicitation of Funds from and by Students)

(cf. 1325 – Advertising and Promotion)

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

(cf. 3290 – Gifts, Grants, and Bequests)

Nondiscrimination and Equivalent Opportunities in the Athletic Program

The district's athletic program shall be free from discrimination and discriminatory practices **prohibited by** ~~in accordance~~ with state and federal law. The Superintendent or designee shall ensure that equivalent **athletic** opportunities are provided for ~~both genders~~ **males and females.**

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

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

Any complaint regarding the district's athletic program shall be filed in accordance with **the district's** ~~BP/AR 1312.3~~ - **uniform complaint** procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Student Eligibility

Eligibility requirements for participation in the district's interscholastic athletic program, including requirements pertaining to academic achievement and residency, eligibility for a child in foster care or a child of a military family, shall be the same as those set by the district for participation in extracurricular and cocurricular activities.

(cf. 3530 – Risk Management/Insurance)
(cf. 5111.1 - District Residency)
(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6162.52 - High School Exit Examination)
(cf. 6173.1 – Education for Foster Youth)
(cf. 6173.2 – Education of Children of Military Families)

Sportsmanship

~~The Board supports the ideals of good sportsmanship, ethical conduct and fair play, and expects student athletes, coaches, spectators and others to demonstrate these principles during all athletic competitions.~~

~~In preparing for and participating in athletic competitions, students and staff shall abide by the core principles of trustworthiness, respect, responsibility, fairness, caring and citizenship.~~

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

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

(cf. 3515.2 – Disruptions)
(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 5131 – Conduct)
(cf. 5131.1 – Bus Conduct)
(cf. 5131.4 - Campus Student Disturbances)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 – Suspension and Expulsion/Due Process (Individuals with Disabilities))

Health and Safety

The Board desires to give student health and safety the highest consideration in planning and conducting athletic activities. ~~Universal precautions shall be observed when injuries occur.~~

~~(cf. 4119.42/4219.42/4319.42 – Exposure Control Plan for Bloodborne Pathogens)
(cf. 4119.43/4219.43/4319.43 – Universal Precautions)
(cf. 5141 – Health Care and Emergencies)
(cf. 5141.21 – Administering Medication and Monitoring Health Conditions)
(cf. 5141.23 – Infectious Disease Prevention)~~

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

~~(cf. 5131.61 - Drug Testing)
(cf. 5131.63 - Anabolic Steroids)
(cf. 5141.3 - Health Examinations)
(cf. 5141.6 – School Health Services)
(cf. 5141.7 – Sun Safety)
(cf. 5143 - Insurance)~~

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

~~(cf. 5142 – Safety)~~

~~In the event that an injury occurs, the coach or other appropriate district employee shall observe universal precautions and shall remove the student athlete from the activity and/or seek medical treatment for the student as appropriate.~~

~~(cf. 4119.42/4219.42/4319.42 – Exposure Control Plan for Bloodborne Pathogens)
(cf. 4119.43/4219.43/4319.43 – Universal Precautions)
(cf. 5141 – Health Care and Emergencies)
(cf. 5141.21 – Administering Medication and Monitoring Health Conditions)
(cf. 5141.22 – Infectious Diseases)~~

Supervision

~~All athletic teams shall be supervised by qualified coaches to ensure that student athletes receive appropriate instruction and guidance related to safety, health, training and preparation for competition. Athletic events shall be officiated by qualified personnel.~~

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

Legal Reference:

EDUCATION CODE

200-261 *Prohibition of discrimination on the basis of sex*

270-271 *Athlete's Bill of Rights*

17578 *Cleaning and sterilizing of football equipment*

17580-17581 *Football equipment*

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

33354 *CDE authority over interscholastic athletics*

35160.5 *District policies; rules and regulations*

~~35161 Powers and duties generally~~

35179 *Interscholastic athletics*

48850 *Interscholastic athletics; students in foster care*

18900 *Grounds for suspension and expulsion*

48930-48938 *Student organizations*

49020-49023 *Athletic programs; legislative intent, equal opportunity, ~~apportionment, prohibited sex discrimination~~*

49030-49034 *Performance-enhancing substances*

49475 *Health and Safety, concussions and head injuries*

49700-49701 *Education of military families*

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

~~60850-60856 High School Exit Examination~~

PENAL CODE

245.6 *Hazing*

CODE OF REGULATIONS, TITLE 5

4900-4965 *Nondiscrimination in elementary and secondary education programs ~~receiving state financial assistance, especially:~~*

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

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

5590-5596 *Employment of noncertificated coaches*

UNITED STATES CODE, TITLE 20

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

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

106.33 *Comparable facilities*

106.41 *Nondiscrimination in athletic programs*

COURT DECISIONS

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

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

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

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

Management Resources:

CSBA PUBLICATIONS

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

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

CALIFORNIA INTERSCHOLASTIC FEDERATION PUBLICATIONS

California Interscholastic Federation Constitution and Bylaws, 1996-97

A Guide to Equity in Athletics

Acute Concussion Evaluation (ACE) Care Plan, 2006

Pursuing Victory with Honor, November 1999

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

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

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

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

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

WEB SITES

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

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

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

Centers for Disease Control and Prevention, Concussion Resources:

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

CIF: <http://www.cifstate.org>

NOCSAE: <http://www.noesae.org>

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

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

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

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

ORCUTT UNION SCHOOL DISTRICT
Orcutt, California

Policy Adopted: ~~2/10/10~~05/09/12



Educational Services

Holly Edds, Assistant Superintendent
hedds@orcutt-schools.net

TO: Bob Bush, Superintendent

FROM: Holly Edds
Assistant Superintendent, Educational Services

BOARD MEETING DATE: May 9, 2012

BOARD AGENDA ITEM: Board Policy 6161.1
Administrative Regulation 6161.1
Exhibit 6161.1
SELECTION AND EVALUATION OF
INSTRUCTIONAL MATERIALS

BACKGROUND: Policy updated to reflect new law (SB 70) which extends flexibility for the use of Instructional Materials Funding Realignment Program funds through the 2014-15 fiscal year. Policy also reflects new law (SB 509) which authorizes districts, until July 1, 2015, to purchase the newest adopted instructional materials for schools in deciles 1-3 of the Academic Performance Index without purchasing them for other schools. Updated regulation reflects (1) new law (SB 70) which prohibits the State Board of Education (SBE) from adopting K-8 instructional materials until the 2015-16 school year; (2) new law (AB 114) which provides that districts are not required, through the 2014-15 fiscal year, to provide students in instructional materials within 24 months of the SBE's adoption; (3) new law (SB 140) which requires the California Department of Education to prepare a list of K-8 supplemental instructional materials that are aligned with the Common Core Standards; and (4) new law (SB 48) which prohibits the use of instructional materials that adversely reflect upon persons based on their religion, sexual orientation, or other specified characteristics. Exhibit updated to reflect new law (SB 70) which extends the current definition of "sufficiency" through the 2014-15 fiscal year.



Educational Services

Holly Edds, Assistant Superintendent
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RECOMMENDATION: It is recommended that the Board of Trustees approve the revision to BP 6146.1

FUNDING: No funding implications.

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS

The Board of Trustees desires that district instructional materials, as a whole, present a broad spectrum of knowledge and viewpoints, reflect ~~the ethnic and cultural~~ **society's** diversity ~~of our society~~, and enhance the use of multiple teaching strategies and technologies. The Board's ~~adoption of~~ **shall adopt** instructional materials ~~shall be based on a determination that such materials meet criteria specified in law and are an effective learning resource to help students achieve grade-level competency and that the materials meet criteria specified in law.~~ Textbooks, technology-based materials, other educational materials ~~and tests~~ shall be aligned with **state and district content standards and the district's curriculum to ensure that they effectively support the district's adopted courses of study.** ~~the development and evaluation of the district's curriculum.~~

~~To ensure that instructional materials effectively support the district's adopted courses of study, the selection~~

- ~~(cf. 0440 - District Technology Plan)~~
- ~~(cf. 6000 - Concepts and Roles)~~
- ~~(cf. 6010 - Goals and Objectives)~~
- ~~(cf. 6011 - Academic Standards)~~
- ~~(cf. 6141 - Curriculum Development and Evaluation)~~
- ~~(cf. 6143 - Courses of Study)~~
- ~~(cf. 6146.1 - High School Graduation Requirements)~~
- ~~(cf. 6161 - Equipment, Books and Materials)~~
- ~~(cf. 6161.11 - Supplementary Instructional Materials)~~
- ~~(cf. 6162.5 - Student Assessment)~~
- ~~(cf. 6162.7 - Use of Technology in Instruction)~~
- ~~(cf. 6163.1 - Library Media Centers)~~
- ~~(cf. 9000 - Role of the Board)~~

The Superintendent or designee shall establish a process by which instructional materials shall be reviewed for recommendation to the Board. This process shall involve teachers in a substantial manner and shall also encourage the participation of parents/guardians and community members. (Ed Code 60002)

Individuals who participate in selecting and evaluating instructional materials shall have no conflict of interest, as defined in administrative regulation, in the materials being reviewed.

- ~~(cf. 3315 - Relations with Vendors)~~
- ~~(cf. 9270 - Conflict of Interest)~~

All recommended instructional materials shall be available for public inspection at the district office.

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

Complaints concerning instructional materials shall be handled in accordance with law, Board policy, and administrative regulation.

(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 1312.4 - Williams Uniform Complaint Procedures)

The Board's priority in the selection of instructional materials is to ensure that all students in grades K-12 are provided with instructional materials that are aligned to state content standards in the core curriculum areas of reading/language arts, mathematics, science, and history-social science. Students in grades K-8 shall be provided with instructional materials adopted by the State Board of Education.

The district may pilot instructional materials, using a representative sample of classrooms for a specified period of time during a school year, in order to determine how well the materials support the district's curricular goals and academic standards. Feedback from teachers piloting the materials shall be made available to the Board before the materials are adopted.

~~In accordance with the Instructional Materials Funding Realignment Program, the Board's priority in the selection of instructional materials is to ensure that all students in grades K-12 are provided with instructional materials that are aligned to state content standards in the core curriculum areas of reading/language arts, mathematics, science, and history/social science. Students in grades K-8 shall be provided with instructional materials adopted by the State Board of Education.~~

~~When the Board determines that standards-aligned textbooks and instructional materials have been provided to all students in accordance with Education Code 60422, it shall so certify. A copy of the certification shall be kept on file in the district.~~

~~The Superintendent or designee shall ensure that the district satisfies the criteria necessary to access funds under the state's Pupil Textbook and Instructional Materials Incentive Account pursuant to Education Code 60252.~~

Public Hearing on Sufficiency of Instructional Materials

The Board shall annually conduct one or more public hearings on the sufficiency of the district's instructional materials. (Education Code 60119 5 CCR 9531)

The hearing shall take place on or before the end of the eighth week from the first day students attend school for that year. ~~For districts with schools on a multitrack year-round calendar, the hearing shall be held on or before the end of the eighth week from the first day of the school year on any track that begins a school year in August or September.~~ (Education Code 60119)

The Board encourages participation by parents/guardians, teachers, interested community members, and bargaining unit leaders at the hearing. The Superintendent or designee shall post, 10 days prior to the hearing and in three public places within the district, a notice containing the time, place, and purpose of the hearing. The hearing shall not take place during or immediately following school hours. (Education Code 60119)

(cf. 9322 – Agenda/Meeting Materials)

At these hearings, the Board shall determine, through a resolution, whether each student in each school, **including each English Learner**, has sufficient textbooks and/or instructional materials in each of the following subjects **which are aligned to the state content standards adopted pursuant to Education code 60605 and that are** consistent with the content and cycles of the state curriculum frameworks:

1. Mathematics

(cf. 6142.92 – Mathematics Instruction)

2. Science

(cf. 6142.93 – Science Instruction)

3. History-social science

(cf. 6142.94 – History-Social Science Instruction)

4. English/language arts, including the English language development component of an adopted program

(cf. 6142.91 – English/Language Arts Instruction)

5. Foreign Language

(cf. 6142.2 – World/Foreign Language Instruction)

6. Health

(cf. 6142.8 – Comprehensive Health Education)

The Board shall also determine the availability of science laboratory equipment, as applicable to science laboratory courses offered in grades 9-12.

~~The Board shall also make a written determination as to whether each student enrolled in a foreign language or health course has sufficient textbooks or instructional materials that are consistent with the content and cycles of the state curriculum frameworks. The Board shall determine the availability of science laboratory equipment, as applicable to science laboratory courses offered in grade 9-12. (Education Code 60119)~~

In making these determinations, the Board shall consider whether each student has sufficient textbooks and/or instructional materials to use in class and to take home. However, this does not require that each student have two sets of materials. The materials

may be in a digital format as long as each student, at a minimum, has and can access the same materials in the class and to take home as all other students in the same class or course in the district and has the ability to use and access them at home. However, the materials shall not be considered sufficient if they are photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage. (Education Code 60119)

~~For the 2008-09 through 2012-13 fiscal years,~~ The Board shall also make a determination that all students within the district who are enrolled in the same course have “identical” standards-aligned textbooks or instructional materials from the same adoption cycle, as defined in Education Code 1240.3, 60119, and 60422. (Education Code 1240.3, 42605)

If the Board determines that there are insufficient textbooks and/or instructional materials, the Board shall provide information to classroom teachers and to the public, setting forth for each school in which an insufficiency exists, the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in each subject area and the reasons that each student does not have sufficient textbooks and/or instructional materials. The Board shall take any action, except an action that would require reimbursement by the Commission of State Mandates, to ensure that that each student has sufficient materials within two months of the beginning of the school year in which the determination is made. (Education Code 60119)

Legal Reference:

EDUCATION CODE

220 Prohibition against discrimination

1240 County superintendent, general duties

1240.3 Definition of sufficiency for categorical flexibility

33050-33053 General waiver authority

33126 School accountability report card

35272 Education and athletic materials

42605 Tier 3 categorical flexibility

44805 Enforcement of course of studies; use of textbooks, rules and regulations

49415 Maximum textbook weight

51501 ~~Nondiscriminatory~~ Subject matter ~~reflecting on race, color, etc.~~

60000-60005 Instructional materials, legislative intent

60010 Definitions

60040-60048 Instructional requirements and materials

60060-60062 Requirements for publishers and manufacturers

60070-60076 Prohibited acts (re instructional materials)

60110-60111 Instructional materials on drug education

60119 Public hearing on sufficiency of materials

60200-60206 Elementary school materials

60226 Requirements for publishers and manufacturers

60240-60252 State Instructional Materials Fund

60350-60352 Core reading program instructional materials

60400-60411 High school textbooks

60420-60424 Instructional Materials Funding Realignment Program

60510-60511 Donation for sale of obsolete instructional materials

60605 State content standards

60605.8 Common Core Standards

60605.86 Supplemental instructional materials aligned with Common Core Standards

CODE OF REGULATIONS, TITLE 5

9505-9532 *Instructional materials, especially:*

9531-9532 *Instructional Materials Funding Realignment Program*

Management Resources:

CSBA PUBLICATIONS

Flexibility Provisions in the 2008 and 2009 State Budget: Policy Considerations for Governance Teams, Budget Advisory, March 2009

CDE PROGRAM ADVISORIES

~~*1002.90 Selection of Instructional Materials, CIL: 90/91-02*~~

CDE PUBLICATIONS

01-05 Guidelines for Piloting Textbooks and Instructional Materials, September 2001

Standards for ~~Evaluating on~~ of Instructional Materials ~~with Respect to~~ ~~for~~ Social Content, 1986 edition, revised 2001 2000

WEB SITES

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

Association of American Publishers: <http://www.publishers.org>

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

State Board of Education: ~~<http://www.ede.ca.gov/be>~~

ORCUTT UNION SCHOOL DISTRICT
Orcutt, California

Policy Adopted: ~~2/9/11~~ 05/09/12



Educational Services

Holly Edds, Assistant Superintendent
hedds@orcutt-schools.net

TO: Bob Bush, Superintendent

FROM: Holly Edds
Assistant Superintendent, Educational Services

BOARD MEETING DATE: May 9, 2012

BOARD AGENDA ITEM: Board Policy 6153
Administrative Regulation 6153
SCHOOL-SPONSORED TRIPS

BACKGROUND: Policy revised to clarify that district funds may not be used for out-of-state travel as per state law. Language regarding trips exceeding 100 miles one-way and siblings and children not enrolled in the class taking the field trip moved to Administrative Regulation. Administrative Regulation updated to reflect changes in waiving claims when attending field trips and the availability of insurance for students attending trips.

RECOMMENDATION: It is recommended that the Board of Trustees approve the revision to BP 6153

FUNDING: No funding implications.

SCHOOL-SPONSORED TRIPS

The Board of Trustees recognizes that school-sponsored trips are important components of a student's development **and supplement and enrich the classroom learning experience.** ~~Besides supplementing and enriching classroom learning experiences, such trips encourage new interests among students, make them more aware of community resources, and help them relate their school experiences to the outside world. The Board believes that careful planning can greatly enhance the value and safety of such trips.~~ **School sponsored trips may be conducted in connection with the district's course of study or school-related social, educational, cultural, athletic, school band activities, or other extracurricular or cocurricular activities. A field trip to a foreign country may be permitted to familiarize students with the language, history, geography, natural science, and other studies relative to the district's course of study.**

(cf. 6143 – Courses of Study)

(cf. 6145 – Extracurricular and Cocurricular Activities)

(cf. 6145.2 – Athletic Competition)

The principal shall establish a process for approving a staff member's request to conduct a school-sponsored trip and approval of the principal is required for all field trips. **When planning trips, staff shall consider student safety, objectives of instruction, the most effective use of instructional time, the distance from school, district and student expense, and transportation and supervision requirements. Principals may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk. A field trip will not exceed a distance of 100 miles, one way, during a school day or include an overnight stay without approval of the Board or the Board's designee.**

Students are under the authority of the designated district employee and students shall be held responsible for their behavior at all times.

~~**The purpose of the trip and its relation to the course of study shall be stated in the request. Principals shall ensure that teachers develop plans which provide for the safety of students and their proper supervision by certificated staff on all school-sponsored trips. Other school employees and parents/guardians also may participate in this supervision and may be asked to attend preparatory training sessions and/or meetings. Siblings and children who are not enrolled in the class taking the field trip will not be allowed to attend.**~~

(cf. 3530 – Risk Management/Insurance)

(cf. 3541.1 – Transportation for School-Related Trips)

(cf. 5142 – Safety)

(cf. 5143 – Insurance)

(cf. 5144 – Discipline)

(cf. 5144.1 – Suspension and Expulsion/Due Process)

No field trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds. The Superintendent or designee shall coordinate with community groups to supply funds for students in need. (Education Code 35330)

(cf. 1230 – School-Connected Organizations)
(cf. 1321 – Solicitation of funds from and by students)
(cf. 1700 – Relations Between Private Industry and the Schools)

District funds shall not be used to pay student expenses for out-of-state or out-of-country field trips or excursions. However, expenses of instructors, chaperones, and other personnel participating in such trips, as well as incidental expenses for the use of district equipment during the trip, may be paid from district funds. (Education Code 35330)

Study Trips

~~In advance of a study trip, teachers shall determine educational objectives which relate directly to the curriculum. Principals shall ensure that teachers develop plans which provide for the best use of students' learning time while on the trip. Teachers also shall provide appropriate instruction before and after the trip.~~

Legal Reference:

EDUCATION CODE

8760 *Authorization of outdoor science and conservation programs*

32040-~~32044~~ *Duty to equip school with first aid kit* *First aid equipment: field trips*

~~32041~~ *Field trips*

~~32043~~ *Snakebite kits on field trips*

~~32044~~ *Violations*

35330 *Excursions and field trips*

35331 *Provision for medical or hospital service for pupils (on field trips)*

35332 *Transportation by chartered airline*

35350 *Transportation of students*

44808 *Liability when pupils not on school property*

48908 *Duties of pupils; authority of teachers*

BUSINESS AND PROFESSIONS CODE

17540 *Travel promoters*

17550-17550.9 *Sellers of travel*

17552-17556.5 *Education and travel organizations*

Management Resources

WEB SITES

American Red Cross: <http://www.redcross.org>

California Association of Directors of Activities: <http://www.cadal.org>

U.S. Department of Homeland Security: <http://www.dhs.gov>

Policy Adopted: ~~12/13/06~~ 05/09/12

ORCUTT UNION SCHOOL DISTRICT
Orcutt, California



Educational Services

Holly Edds, Assistant Superintendent
hedds@orcutt-schools.net

TO: Bob Bush, Superintendent

FROM: Holly Edds
Assistant Superintendent, Educational Services

BOARD MEETING DATE: May 9, 2012

BOARD AGENDA ITEM: Board Policy 6146.1
Administrative Regulation 6146.1
HIGH SCHOOL GRADUATION REQUIREMENTS

BACKGROUND: Policy and regulation updated to reflect new law (AB 1330) which authorizes governing boards, beginning in the 2012-13 school year, to accept a course in career technical education (CTE) as an alternative to completion of a visual or performing arts or foreign language course for satisfaction of high school graduation requirements. Regulation reflects requirement that any district allowing CTE as an alternative graduation requirement provide information in its annual parent/guardian notification pertaining to the alignment of district CTE courses with college entrance course requirements.

RECOMMENDATION: It is recommended that the Board of Trustees approve the revision to BP 6146.1

FUNDING: No funding implications.

Instruction

BP 6146.1(a)

HIGH SCHOOL GRADUATION REQUIREMENTS (Charter High School Grades 9-12)

The Board of Trustees desires to prepare all students to obtain a high school diploma to enable them to take advantage of opportunities for postsecondary education and/or employment.

(cf. 5127 – Graduation Ceremonies and Activities)

(cf. 5147 – Dropout Prevention)

(cf. 5149 – At-Risk Students)

(cf. 643 – Courses of Study)

(cf. 6146.3 – Reciprocity of Academic Credit)

Course Requirements

To obtain a high school diploma, students shall complete at least the following courses in grades 9-12, with each course being one year unless otherwise specified:

1. Four courses in English (**Education Code 51225.3**)

(cf. 6142.91 – Reading/Language Arts Instruction)

2. Three courses in mathematics (**Education Code 51225.3**)

At least one mathematics course, or a combination of the two mathematics courses required for completion in grades 9-12, shall meet or exceed state academic content standards for Algebra I. (**Education Code 51224.5**)

Completion, prior to grade 9, of algebra coursework that meets or exceeds state academic content standards shall satisfy the algebra coursework requirement, but shall not exempt a student from the requirement to complete three mathematics courses in grades 9-12. (**Education Code 51224.5**)

(cf. 6011 – Academic Standards)

(cf. 6142.92 – Mathematics Instruction)

3. Three courses in science, including biological and physical sciences (**Education Code 51225.3**)

4. Three courses in social studies, including United States history and geography; world history, culture, and geography; a one-semester course in American government and civics; and a one-semester course in economics (**Education Code 51225.3**)

(cf. 6142.3 – Civic Education)

(cf. 6142.93 – History-Social Science Instruction)

5. One course in visual or performing arts, foreign language, or American Sign Language

(Education Code 51225.3)

(cf. 6142.2 – World/Foreign Language Instruction)
(cf. 6142.6 – Visual and Performing Arts Education)

6. Two courses in physical education, unless the student has been otherwise exempted pursuant to other sections of the Education Code (Education Code 51225.3)

(cf. 6142.7 – Physical Education and Activity)

To obtain high school graduation, students must have documented 40 hours of community service, participation in at least one school-developed career technical education class and successfully participate in the senior exit interview. These requirements are over and above the course requirements.

Because the prescribed course of study may not accommodate the needs of some students, the Board shall provide alternative means for the completion of prescribed courses in accordance with law.

(cf. 6146.11 – Alternative Credits Toward Graduation)
(cf. 6146.2 – Certificate of Proficiency/High School Equivalency)

The Superintendent or designee shall exempt or waive specific course requirements for foster youth or children of military families in accordance with Education Code 51225.3 and 49701.

(cf. 6173.1 – Education for Foster Youth)
(cf. 6173.2 – Education for Children of Military Families)

High School Exit Examination

As a condition of high school graduation, each student completing grade 12 shall have successfully passed the state exit examination in language arts and mathematics unless he/she receives a waiver or exemption. (Education Code 60851, 60859)

(cf. 6146.4 – Differential Graduation and Competency Standards for Students with Disabilities)
(cf. 6159 – Individualized Education Program)
(cf. 6162.52 – High School Exit Examination)

Supplemental instruction shall be offered to any student in grade 7-12 who does not demonstrate "sufficient progress," as defined in BP 6179 – Supplemental Instruction, toward passing the exit exam. (Education Code 37252, 60851)

(cf. 5148.2 – Before/After School Programs)
(cf. 6176 – Weekend/Saturday Classes)
(cf. 6177 – Summer School)
(cf. 6179 – Supplemental Instruction)

Students who have not passed one or both parts of the exit exam by the end of grade 12 shall have the opportunity to receive intensive instruction and services for up to two consecutive

academic years after completion of grade 12 or until they have passed both parts of the exam, whichever comes first. (Education Code 37254)

(cf. 1312.4 – Williams Uniform Complaint Procedures)
(cf. 6164.2 – Guidance/Counseling Services)

In addition to intensive remedial instruction, the district shall offer students who have passed all state and local graduation requirements except one or both parts of the exit exam the following options for two years beyond their regular senior year or until they pass the exam, whichever occurs first:

1. If space is available, enrollment for an additional year of high school.
2. Enrollment in California High School Exit Exam remediation courses as needed.

(cf. 0420.4 – Charter Schools)
(cf. 6158 – Independent Study)
(cf. 6184 – Continuation Education)

The Superintendent or designee shall regularly report to the Board regarding the number of students who have fulfilled all local and state graduation requirements except for the passage of the exit exam and the resources that have been offered to such students.

Certificates of Completion

Students who have passed all the district's course requirements by the end of their senior year but are unable to pass the high school exit exam shall receive a certificate of completion.

The Superintendent or designee shall regularly report to the Board regarding the number of students receiving a certificate of completion and the resources that have been offered to such students.

Legal Reference:

EDUCATION CODE

35186 *Williams Uniform Complaint Procedures*
37252 *Supplemental instructional programs*
37254 *Supplemental instruction based on failure to pass exit exam by end of grade 12*
37254.1 *Required student participation in supplemental instruction*
47612 *Enrollment in charter school*
48200 *Compulsory attendance*
48412 *Certificate of proficiency*
48430 *Continuation education schools and classes*
48645.5 *Acceptance of coursework*
48980 *Required notification at beginning of term*
49701 *Interstate Compact on Educational Opportunity for Military Children*
51224 *Skills and knowledge required for adult life*
51224.5 *Algebra instruction*
51225.3 *Requirements for graduation*
51225.5 *Honorary diplomas; foreign exchange students*
51228 *Graduation requirements*

51240-51246 Exemptions from requirements
51250-51251 Assistance to military dependents
51410-51412 Diplomas
51420-51427 High school equivalency certificates
51450-51455 Golden State Seal Merit Diploma
51745 Independent study restrictions
52378 Supplemental school counseling program
56390-56392 Recognition for educational achievement, special education
60850-60859 High school exit examination
66204 Certification of high school courses as meeting university admissions criteria
CODE OF REGULATIONS, TITLE 5
1600-1651 Graduation of students from grade 12 and credit toward graduation
COURT DECISIONS
O'Connell v. Superior Court (Valenzuela), (2006) 141 Cal.App.4th 1452

Management Resources:

WEB SITES

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

California Department of Education, California High School ~~Exit Examination~~:

<http://www.cde.ca.gov/ta/tg/hs>

University of California, List of Approved a-g Courses:

<http://www.universityofcalifornia.edu/admissions/freshman/requirements>

ORCUTT UNION SCHOOL DISTRICT
Orcutt, California

Policy Adopted: ~~2/10/10~~ 05/09/2012



Educational Services

Holly Edds, Assistant Superintendent
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TO: Bob Bush, Superintendent

FROM: Holly Edds
Assistant Superintendent, Educational Services

BOARD MEETING DATE: May 9, 2012

BOARD AGENDA ITEM: Board Policy 5131.7
Administrative Regulation 5131.7
WEAPONS AND DANGEROUS INSTRUMENTS

BACKGROUND: Mandated policy and accompanying regulation updated to renumber legal cites pursuant to new law (SB 1080, 2010), effective January 1, 2012. Policy also deletes material specifying the term of the suspension or expulsion of students who violate this policy, which is repeated in AR 5144.1 – Suspension and Expulsion/Due Process. Regulation also reflects new law prohibiting the carrying of ammunition or reloaded ammunition onto school grounds without permission of the superintendent or designee.

RECOMMENDATION: It is recommended that the Board of Trustees approve the revision to BP 5131.7

FUNDING: No funding implications.

WEAPONS AND DANGEROUS INSTRUMENTS

The Board of Trustees recognizes that students and staff have the right to a safe and secure campus free from psychological and physical harm and desires to protect them from the dangers presented by firearms and other weapons.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3515.3 - District Police/Security Department)
(cf. 5116.1 - Intradistrict Open Enrollment)
(cf. 5131 - Conduct)
(cf. 5144 - Discipline)

Possession of Weapons

The Board prohibits any student from possessing weapons, imitation firearms, or dangerous instruments **as defined in law and administrative regulation**, ~~of any kind~~ in school buildings, on school grounds or buses, at school-related or school-sponsored activities away from school, or while going to or coming from school.

Under the power granted to the Board to protect the safety of students, staff, and others on district property and to maintain order and discipline in the schools, any school employee is authorized to confiscate any prohibited weapon, imitation firearm, or dangerous instrument from any student on school grounds.

(cf. 4158/4258/4358 - Employee Security)

~~Unless he/she has obtained prior written permission as specified below, any student who is determined to have brought a firearm to school or possessed a firearm at school, as verified by a school employee, shall be expelled for not less than one year, except that the Board may set an earlier date for readmission on a case-by-case basis, possessing, or threatening others with any weapon, dangerous instrument, or imitation firearm shall be subject to suspension and/or expulsion in accordance with law, Board policy and administrative regulation. (20 USC 7151; Education Code 48915)~~

(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Individuals with Disabilities))

~~Students possessing or threatening others with any weapon, dangerous instrument, or imitation firearm shall be subject to suspension and/or expulsion in accordance with law, Board policy, and administrative regulations.~~

~~Under the power granted to the Board to maintain order and discipline in the schools and to protect the safety of students, staff, and the public, any school employee is authorized to confiscate a weapon, dangerous instrument, or imitation firearm from any student on school~~

grounds.

(cf. 4158/4258/4358 – Employee Security)

The principal or designee shall notify law enforcement authorities when any student possesses a firearm, explosive, or other ~~dangerous~~ **prohibited** weapon or ~~dangerous~~ instrument without permission, sells or furnishes a firearm, or commits any act of assault with a firearm or other weapon. (20 USC 7151; Education Code 48902; Penal Code 245, 626.9, 626.10)

(cf. 3515.2 - Disruptions)

Advance Permission for Possession of a Weapon for Educational Use

The parent/guardian of a student who desires to possess a firearm, imitation firearm, or other prohibited weapon on school grounds for an educational purpose shall, at least five days in advance of the planned possession, **submit a written** request ~~prior permission from~~ **to** the principal. ~~The student's parent/guardian shall provide written permission~~ **which** explain**s** the planned use of the weapon and the duration. The student shall also submit a written explanation from the staff person responsible for the school-sponsored activity or class.

~~On a case-by-case basis,~~ **The principal shall determine whether to** **may** grant permission for such possession when **he/she determines that it is** necessary for a school-sponsored activity or class or as part of the educational program. Factors that shall be considered include, but are not limited to, the planned use of the weapon, the duration and location of the planned use, whether an audience is expected, and any perceived adverse effects to the safety and well-being of students or staff. If the principal grants such permission, he/she shall provide the student and staff person with a written explanation regarding any limitations and the permissible duration of the student's possession.

When the principal or designee grants permission, he/she shall take all necessary precautions to ensure the safety of all persons on school grounds, including, but not limited to, inspecting a firearm to verify that no live ammunition is present. Any weapon allowed shall be stored in a locked vehicle or in an appropriate, locked container before and after its authorized use.

A student granted permission to possess a ~~firearm~~ weapon may be suspended and/or expelled if he/she possesses or uses the weapon inappropriately.

Possession of Pepper Spray

To prevent potential misuse that may harm students or staff, students are prohibited from carrying tear gas or tear gas weapons such as pepper spray on campus or at school activities.

Reporting of Dangerous Objects

The Board encourages students to promptly report the presence of weapons, injurious objects, or other suspicious activity to school authorities. The identity of a student who reports such activity shall remain confidential to the extent permitted by law.

(cf. 5125 - Student Records)

The Superintendent or designee shall develop strategies designed to facilitate student reporting of the presence of injurious objects on school grounds, such as tip hotlines, electronic transmissions, or other methods that preserve the student's anonymity. Incident reports and records shall not identify the student who reported the possession. The Superintendent or designee also shall inform staff, students, and parents/guardians that students who report the presence of injurious objects on school campuses are to be protected and their identity shielded.

(cf. 5138 – Conflict Resolution/Peer Mediation)

Legal Reference:

EDUCATION CODE

35291 Governing board to prescribe rules for discipline of the schools

48900 Grounds for suspension/expulsion

48902 Notification of law enforcement authorities

48915 Required recommendation for expulsions

48916 Readmission

49330-49335 Injurious objects

PENAL CODE

245 Assault with deadly weapon

417.4 Imitation firearm; drawing or exhibiting

626.9 Gun-Free School Zone Act of 1995

626.10 Dirks, daggers, knives, razor or stun gun; bringing or possessing in school

653k ~~Soliciting a minor to commit certain felonies~~ Switchblade knife

16100-17350 Definitions

~~12001 Control of deadly weapons~~

~~12020-12036 Unlawful carrying and possession of concealed weapons~~

~~12220 Unauthorized possession of a machine gun~~

12401-12404 Tear gas ~~weapon (pepper spray)~~

25200-25225 Firearms, access to children

30310 Prohibition against ammunition on school grounds

~~12550-12556 BB devices and imitation firearms~~

UNITED STATES CODE, TITLE 20

6301-7941 No Child Left Behind Act, especially:

7151 Gun-Free Schools Act

Management Resources:

CSBA PUBLICATIONS

Safe Schools: Strategies for Governing Boards to Ensure Student Success, Third Edition, October 2011

CALIFORNIA DEPARTMENT OF EDUCATION COMMUNICATIONS

0401.01 Protecting Student Identification in Reporting Injurious Objects

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Guidance Concerning State and Local Responsibilities Under the Gun-Free Schools Act, January 2004

WEB SITES

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

California Department of Education, Safe Schools: <http://www.cde.ca.gov/ls/ss>

National Alliance for Safe Schools: <http://www.safeschools.org>

National School Safety Center: <http://www.schoolsafety.us>

U.S. Department of Education, Office of Safe and Drug Free Schools: <http://www.ed.gov/about/offices/list/osdfs>

Policy Adopted: ~~(10/15/08)~~ 9/8/10 05/09/2012 ORCUTT UNION SCHOOL DISTRICT
Orcutt, California



Educational Services

Holly Edds, Assistant Superintendent
hedds@orcutt-schools.net

TO: Bob Bush, Superintendent

FROM: Holly Edds
Assistant Superintendent, Educational Services

BOARD MEETING DATE: May 9, 2012

BOARD AGENDA ITEM: Board Policy 5113
Administrative Regulation 5113
ABSENCES AND EXCUSES

BACKGROUND: Policy revised to clarify that, in accordance with court decisions and an Attorney General opinion, students at any grade level cannot be required to provide parent/guardian consent before being absent from school for purposes of receiving confidential medical services. Policy also adds section re: effect of absences on a student's grades/credits. Mandated regulation updated to reflect new law (AB 387) which expands the list of excused absences to include student absence for the purpose of spending time with an immediate family member who is an active duty service member who has been deployed, is on leave from, or has immediately returned from deployment to a combat zone or combat support position.

RECOMMENDATION: It is recommended that the Board of Trustees approve the revision to BP 5113

FUNDING: No funding implications.

Students

ABSENCES AND EXCUSES

The Board of Trustees believes that regular attendance plays an important role in student achievement. ~~The Board recognizes its responsibility under the law to ensure that students attend school regularly. Parents/guardians of children aged 6 to 18 are obligated to send their children to school unless otherwise provided by law. The Board shall abide by all state attendance laws,~~ **The Board shall work with parents/guardians and students to ensure their compliance with** ~~The Board shall~~ and may use appropriate legal means to correct the problems of excessive absence or truancy.

(cf. 5112.1 - Exemptions from Attendance)

(cf. 5112.2 - Exclusions from Attendance)

(cf. 5113.1 - Truancy)

Excused Absences

Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law, Board policy and administration regulations. (Education Code 46010, 48216, 48205)

Inasmuch as class participation is an integral part of students' learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments during nonschool hours.

(cf. 5145.6 - Parental Notifications)

~~Students in grades K-6 shall not be absent from school without their parents/guardians' knowledge or consent except in cases of medical emergency. Students in grades 7-12 shall not be absent from school without their parents/guardians' knowledge or consent except in cases of medical emergency.~~

At the beginning of each school year, the Superintendent or designee shall send a notification to the parents/guardians of all students, and to all students in grades 7-12, informing them 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)

(cf. 5145.6 – Parental Notifications)

Students shall not be absent from school without their parents/guardians' knowledge or consent except in cases of medical emergency or confidential medical appointment.

Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to law and administrative regulations.

(Education Code 46014)

Effect of Absence on Grades/Credits

If a student's absence is excused under Education Code 48205, he/she shall be allowed to complete any missed assignment or test that can be reasonably given, as determined by the teacher of that class. The student shall be given full credit for the assignment or test if he/she satisfactorily completes the assignment or test within a reasonable period of time (Education Code 48205)

A student's grades may be affected by excessive unexcused absences **in accordance with Board policy**. The affected student absences may have on grades can include failure of a class.

(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 6154 - Homework/Makeup Work)

Legal Reference:

EDUCATION CODE

1740 Employment of personnel to supervise attendance (county superintendent)
2550-2558.6 Computation of revenue limits
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
49067 Unexcused absences as cause of failing grade

ELECTIONS CODE

12302 Student participation on precinct boards

FAMILY CODE

6920-6929 Consent by minor

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

87 Ops.Cal.Atty.Gen. 168 (2004)

66 Ops.Cal.Atty.Gen. 245, 249 (1983)

COURT DECISIONS

American Academy of Pediatrics et al v. Lungren et al (1997) 16 Cal.4th 307

Management Resources:

~~CDE MANAGEMENT ADVISORIES~~

~~0114.98 School Attendance and CalWORKS, Management Bulletin 98-01~~

~~CSBA ADVISORIES~~

~~0520.97 Welfare Reform and Requirements for School Attendance~~

CSBA PUBLICATIONS

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

WEB SITES

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

Policy Adopted: ~~10/15/08~~ **05/09/2012**

ORCUTT UNION SCHOOL DISTRICT
Orcutt, California



Educational Services

Holly Edds – Assistant Superintendent, Educational Services
hedds@orcutt-schools.net

TO: Robert Bush, Superintendent

FROM: Holly Edds, Assistant Superintendent, Educational Services

BOARD MEETING DATE: May 9, 2012

BOARD AGENDA ITEM: Disposal of Obsolete Textbooks and Library Books

BACKGROUND: In accordance with BP 3260, Sales and Disposal of Books, Equipment and Supplies, we are requesting permission to dispose of obsolete textbooks and instructional materials.

Instructional materials may be considered obsolete or unusable when they:

1. Contain information rendered inaccurate or incomplete by new discoveries or technologies.
2. Are replaced by more recent versions or editions.
3. Are no longer an adopted textbook.
4. Are damaged beyond use or repair.

Process used in discarding obsolete materials:

- Principals are informed of procedures regarding disposal of obsolete instructional materials.
- Media Specialists are requested to send obsolete instructional materials to the IMC.
- District teachers are notified concerning the availability of discarded and obsolete instructional materials. All district teachers have the opportunity to review and select any materials before discard occurs.
- Private schools and nonprofit organizations are notified of the availability of discarded and obsolete instructional materials. Private schools and nonprofit organizations have the opportunity to take any of the obsolete materials.

After a thorough review of the holdings in each school's library and district instructional materials, it has been determined that the following types of library books and instructional materials are obsolete and should be disposed of according to district policy.

- ✓ Fiction library books which have not been checked out in a number of years.
- ✓ Non-fiction library books which have not been checked out in a number of years and/or which have inaccurate or outdated factual information.
- ✓ Any textbook which has been declared obsolete and still remains in the district's possession.

RECOMMENDATION: Staff recommends that the library books and instructional materials which fall into the above categories be approved for immediate disposal in accordance with district policy.

FUNDING: No fiscal impact.



Educational Services

Holly Edds - Assistant Superintendent, Educational Services
hedds@orcutt-schools.net

TO: Bob Bush, Superintendent

FROM: Holly Edds
Assistant Superintendent, Educational Services

BOARD MEETING DATE: May 9, 2012

BOARD AGENDA ITEM: Outdoor School Contract 2012 – 2013

BACKGROUND: It is time to submit the Rancho Alegre Outdoor School contract for the 2012 – 2013 school year. The district projects sending 493 sixth grade students to Outdoor School. The camp cost for remittance to the Los Padres Council is \$263 per student. In addition, the transportation cost for each camper and their luggage to travel to and from outdoor school is \$10 per student.

The total remittance to The Outdoor School is \$129,659. The total transportation cost, which the students will remit to the district, is \$4,930.

The total cost per camper is \$273. There was no increase this year.

RECOMMENDATION: Staff recommends this contract be approved as submitted.

FUNDING: There will be no planned fiscal impact on the district since each camper funds their own outdoor school fee and transportation cost.



The Outdoor School

teaching respect, inspiring wonder

2680 Highway 154
Santa Barbara, CA 93105
Phone (805) 686-5167
Fax (805) 686-5175
info@theoutdoorschool.org

April 19th, 2012

Dear District Superintendent,

Enclosed you will find a contract between your School District & the Los Padres Council, Learning for Life. The contract lists all the schools in your district that will attend The Outdoor School for the 2012-2013 school year. It also lists the dates of attendance as well as the numbers of students planning to attend. We realize that this number may fluctuate due to the nature of changing enrollment. Thus, schools attending have until the specified dates to change the number of contracted students attending:

FALL: Schools attending between September and December of 2012 will need finalized numbers by October 1st, 2012.

WINTER: Schools attending between January and March of 2013 will need finalized numbers by December 1st, 2012.

SPRING: Schools attending between April and June of 2013 will need finalized numbers by March 1st, 2013.

After reviewing, please sign and return one copy of the contract and send to our office by June 4th, 2012 in order to guarantee dates for your schools. Please keep the enclosed secondary contract for your records. I have mailed a confirmation letter and courtesy contract to each school for their own records.

We look forward to another great adventure outdoors with your students! If you have any questions, don't hesitate to call me at (805) 686-5167.

Thank you for supporting The Outdoor School!

Justin Canty
Education Director
The Outdoor School

This AGREEMENT, made and entered into this date by the Executive Director, LOS PADRES COUNCIL, LEARNING FOR LIFE (hereinafter referred to as COUNCIL) and a school district in the State of California, (hereinafter referred to as DISTRICT), under which COUNCIL and DISTRICT, by virtue of Education Code 8760, for the purpose of providing the DISTRICT with programs and classes in Environmental Education, mutually agree with respect to the following:

1. **Guaranteed Minimum Attendance.** DISTRICT will enroll a guaranteed minimum number of pupils at the Outdoor School during the 2012-2013 school year as follows:

Name of School	Scheduled Minimum Number of Pupils	Scheduled Session of Attendance
Alice Shaw	94	December 11 th -14 th , 2012
Patterson Road	100	January 15 th -18 th , 2013
Pine Grove	90	February 19 th -22 nd , 2013
Nightingale	110	March 5 th -8 th , 2013
Orcutt Academy	9	March 5 th -8 th , 2013
Dunlap	90	June 4 th -7 th , 2013

2. **Guaranteed Attendance.** Guarantees the larger of the following number of pupils:
 - 2.1. the number of pupils actually attending the Outdoor School, or
 - 2.2. ninety percent (90%) of the scheduled minimum number of pupils per scheduled session.
 - 2.3. Changes in District's registered students require written notification to the COUNCIL no later than the following dates:
 - Schools attending between October and December 2012 must submit final numbers by October 1st, 2012.
 - Schools attending between January and March 2013 must submit final numbers by Dec. 1st, 2012.
 - Schools attending between April and June 2013 must submit final numbers by March 1st, 2013.
 - 2.4. COUNCIL reserves the right to lower the minimum number of pupils reported by the DISTRICT.
3. **Overbooking.** Attendance above the scheduled minimum number of pupils must have Outdoor School approval in writing. Unapproved overbooking is not permitted.
4. **Withdrawal.** After this contract is signed by both DISTRICT and COUNCIL a DISTRICT/School may withdraw from the Outdoor School providing that a replacement DISTRICT/School can be substituted with an enrollment no less than ninety percent (90%) of the Scheduled Minimum Number of Pupils of the DISTRICT/School wishing to withdraw. Should the provisions of this section not be adhered to, COUNCIL may bill DISTRICT and DISTRICT agrees to pay COUNCIL on the basis of the scheduled minimum number of pupils.
5. **Cancellation.** COUNCIL reserves the right to change or cancel DISTRICT's scheduled session of attendance under conditions which would make the operation of the Outdoor School imprudent or unsafe, such as, but not limited to, threat of fire, flood, storm or other natural or manmade disturbances. In such event, COUNCIL will make every effort to provide reasonable advance notice to DISTRICT for rescheduling or a refund of the fees and booking fee.
6. **Costs-Pupils.** For each scheduled session of attendance, DISTRICT will pay COUNCIL \$263.00 per pupil for a four-day week. The per pupil payment includes rental of the Los Padres Council Facility, for purposes of conducting the DISTRICT program and classes, food and lodging for pupils, and the services of the naturalists and program supplies.
7. **Costs-District Personnel.** DISTRICT will be charged \$131.50 per person for district personnel, based on a four-day week.
8. **Booking Fee.** It is understood and agreed to by both parties there is a booking fee required in the amount of \$1,500.00 per session of attendance for schools with 31 or more students or \$1,000.00 for schools with 30 or less students. This fee confirms the scheduled session of attendance at the Outdoor School. The booking fee is nonrefundable but will be included as payment towards the final invoice.
9. **Discount.** A discount is available to those schools that pay 20% of total fees (based on your original contract) by October 1st, 2012. The discounted amount is \$10.00 per pupil for a four-day week.
10. **Payment** of 90% of the total cost accrued under this AGREEMENT will be made by the DISTRICT to the Outdoor School, 2680 Hwy 154, Santa Barbara, CA 93105, 30-days prior to the scheduled session of attendance at the Outdoor School. DISTRICT will receive a correction invoice upon departure, net due in 21 days.
11. **Late charge of two percent (2%) per month** on the invoiced unpaid balance will be charged to the DISTRICT beginning on the first day after the payment deadline.
12. **Insurance coverage shall be as follows:**
 - 12.1. DISTRICT shall hold harmless, defend and indemnify the National Council, and the Los Padres Council, Boy Scouts of America, and their officers, agents, and employees from any and all claims for damage resulting from acts or omissions of DISTRICT, its officers, agents, employees and pupils with respect to the Outdoor School.
 - 12.2. DISTRICT agrees to carry a comprehensive general liability insurance policy in the amount of not less than one million dollars (\$1,000,000.00) for each person and one million dollars (\$1,000,000.00) for each occurrence, and property damage in the amount of not less than two hundred thousand dollars (\$200,000.00) in the form acceptable to the COUNCIL.
 - 12.3. DISTRICT agrees to secure a specific endorsement on its liability policy stating: "Such insurance as is afforded by this policy for the National Council, and the Los Padres Council, Boy Scouts of America and their officers, agents, and employees shall be primary, and any insurance carried by the National Council, and the Los Padres Council, Boy Scouts of America and their officers, agents, and employees shall be in excess and noncontributory." It is further agreed that DISTRICT shall provide COUNCIL with a certificate of insurance naming the National Council, and the Los Padres Council, Boy Scouts of America and their officers, agents, and employees as additional insured under its comprehensive general liability policy and provide a thirty (30) day cancellation or reduction of coverage clause.

- 12.4. Such insurance as is afforded by the parent's health and/or accident policy for the pupil(s) shall be primary, and any insurance carried by the DISTRICT or the National Council, the Los Padres Council, Boy Scouts of America or the DISTRICT shall be secondary.
- 13. **DISTRICT will provide certificated personnel** (one per class) who will assist in instruction and supervision at the Outdoor School. Minimum certificated personnel to student ratio allowed is 1:35.
 - 13.1. At least one certificated person from DISTRICT must remain at the Outdoor School facility at all times during the period of attendance to assure administrative control.
 - 13.2. DISTRICT shall maintain administrative control of its pupils from time of departure from the home school until time of return to the home school.
- 14. **Supervision.** DISTRICT will provide cabin leaders/chaperones in such numbers as are necessary to meet the Outdoor School requirements. DISTRICT should select these cabin leaders/chaperones according to DISTRICT policy. DISTRICT is responsible for supervision and discipline of cabin leaders/chaperones. COUNCIL will pay costs of food and lodging for cabin leaders/chaperones (up to 12 cabin leaders/chaperones) at the Outdoor School. Additional cabin leader/chaperone will be charged at the district personnel rate.
- 15. **Damages.** DISTRICT will be responsible for any and all damages to Rancho Alegre/Outdoor School property, which may reasonably be attributed to the actions of the attending DISTRICT.
- 16. **Rules and Regulations.** DISTRICT will abide by the rules and regulations of established by COUNCIL for the operation of the Outdoor School.
- 17. **Naturalist Services.** The services provided by the naturalist in implementing the DISTRICT's program and classes in outdoor science and conservation education shall be under the exclusive control and management of the DISTRICT and shall comply with all guidelines established by the Superintendent of Public Instruction relating to outdoor educational programs.
 - 17.1. The naturalist shall be supervised by a **certificated employee of the DISTRICT.**
 - 17.2. The naturalist is subject to the provisions of the Education Code sections 45125 (use of personal identification cards to ascertain conviction of crimes) and 49406 (examination for tuberculosis).
 - 17.3. No person who has been convicted of any sexual offense defined in Education Code 44010, or any controlled substance offense defined in Education Code 44011, shall be permitted to render service as a naturalist.
- 18. **COUNCIL will provide a curriculum** that follows the standard California framework. The COUNCIL's curriculum may not be altered once the contract is signed.
- 19. **Refund Policy:** A student that attends The Outdoor School in conjunction with their public or private school will owe the respective fees appropriated for each student (\$263.00 per student; or \$236.70 for students attending with a school that is participating in their first year at The Outdoor School) payable by the student's guardian to the student's public or private school at the appropriate date designated by that institution. The contracted institution will then owe The Outdoor School for the number of students that attend OR must pay for 90% of the contracted number of students) (Sec. 2).
 In the event that a student attends The Outdoor School and must go home for a major circumstance (such as illness, death in the family, medical emergency) the Outdoor School and the COUNCIL reserves the right to charge for the dismissed student(s) in full; partial; or forgiven (non-charged) amount.
 A student leaving within the first 24 hours of programming will typically be forgiven the due amount or be charged a partial fee of 1/4 the 4 day rate: \$65.75 (returning schools)/\$59.18 (new schools). A student leaving between Day 2 and Day 4 of the program is typically charged the full tuition of \$263.00 (returning schools)/\$236.70 (new schools). All circumstances and rates are subject to change under the administration of the COUNCIL, and The Outdoor School at Rancho Alegre.
 The student's public or private institution may also choose to refund the guardian of the respective student(s) in full or partial amounts based on transportation costs; in meeting 90% of the contracted numbers; or other designated criteria.
 Students that are dismissed from the program for behavioral infractions/discipline at any time during the program will not be eligible for a refund.

This contract is null and void if not signed and returned within 60 days, beginning June 4, 2012. Terms of this AGREEMENT may only be modified at any time, in writing, by mutual agreement of both parties.
 This agreement shall be in effect July 1, 2012-June 30, 2013.

After reviewing, please make a copy of this contract and sign and return it by June 4, 2012 to:
THE OUTDOOR SCHOOL
2680 HWY. 154
SANTA BARBARA, CA 93105

APPROVED FOR THE GOVERNING BOARD OF
THE DISTRICT

APPROVED FOR THE LOS PADRES OUTDOOR SCHOOL
LEARNING FOR LIFE
OWNER AND OPERATOR, THE OUTDOOR SCHOOL

BY: _____



TITLE _____

Ron Walsh
Executive Director

DATE _____

DATE 4.23.12

DISTRICT ADDRESS:
Orcutt School District
500 Dyer St.
Orcutt, CA 93455
Attn: Bob Bush, Holly Edds



HUMAN RESOURCES MEMORANDUM

TO: Bob Bush, Superintendent
Board of Trustees

FROM: Jan Yanagisako

BOARD MEETING DATE: May 9, 2012

BOARD AGENDA ITEM: Declaration of Need

BACKGROUND: The District has a need to revise the Declaration of Need for Fully Qualified Educators for the 2012-13 school year as follows: Two (2) Emergency CLAD Permits and two (2) Resource Specialist Emergency Permits and six (6) Limited Assignment Permits.

RECOMMENDATION: Staff recommends that the Board of Trustees adopt a Declaration of Need for Fully Qualified Educators certifying that the District has the need for issuance of two (2) Emergency CLAD permits and two (2) Resource Specialist Emergency Permits and six (6) Limited Assignment Permits during the 2012-13 school year.

FUNDING: N/A

Board Report
District 16 -- Orcutt Union
Fund 01 -- General Fund

As of 4/30/2012

	Beginning Bal/ WrkBudget	Month-To-Date Actual	Year-To-Date Actual	Year-To-Date Encumbrances	Ending Bal/ Remaining Bal
9110 -- Cash in County Treasury	2,145,938.97	2,489,064.57	2,637,057.63	0.00	4,782,996.60
9130 -- Revolving Cash/Fiscal Agent	15,900.00	0.00	2,000.00	0.00	17,900.00
9200 -- Accounts Receivable	5,047,898.21	(4,733.39)	(4,987,831.87)	0.00	60,066.34
9310 -- Due from Other Funds	297,768.79	(20,405.68)	(297,768.79)	0.00	0.00
9320 -- Stores	12,522.35	0.00	0.00	0.00	12,522.35
Total Assets	7,520,028.32	2,463,925.50	(2,646,543.03)	0.00	4,873,485.29
9500 -- Accounts Payable (Current Liabilities)	267,600.22	23,754.09	(263,917.35)	0.00	3,682.87
9610 -- Due to Other Funds	313,260.12	0.00	(313,260.12)	0.00	0.00
9650 -- Deferred Revenue	71,676.87	0.00	(71,676.87)	0.00	0.00
Total Liabilities	652,537.21	23,754.09	(648,854.34)	0.00	3,682.87
Fund Balance (Beginning Balance/Actual)	6,867,491.11	0.00	0.00	0.00	4,869,802.42
9791 -- Net Beginning Balance	6,867,491.11	0.00	6,867,491.11	0.00	6,867,491.11
8010 -- Revenue Limit Sources	22,376,020.00	4,770,947.92	17,333,233.72	0.00	5,042,786.28
8100 -- Federal Revenue	1,356,121.00	(1,086.00)	969,627.77	0.00	386,493.23
8300 -- Other State Revenues	4,903,914.00	583,579.62	3,309,031.05	0.00	1,594,882.95
8600 -- Other Local Revenue	1,553,932.69	119,474.13	1,285,073.93	0.00	268,858.76
8910 -- Other Financing Sources	268,947.00	(10,441.50)	250,807.03	0.00	18,139.97
8980 -- Contributions	0.00	0.00	0.00	0.00	0.00
Total Revenues	30,458,934.69	5,462,474.17	23,147,773.50	0.00	7,311,161.19
1000 -- Certificated Personnel Salaries	16,544,526.73	1,637,966.23	12,989,504.30	0.00	3,555,022.43
2000 -- Classified Personnel Salaries	4,816,821.02	443,284.99	4,004,156.83	0.00	812,664.19
3000 -- Employee Benefits	6,360,776.98	585,554.43	4,879,190.96	0.00	1,481,586.02
4000 -- Books and Supplies	2,384,617.91	75,589.53	975,753.05	231,333.93	1,177,530.93
5000 -- Services and Other Operating Expenditures	2,652,052.51	265,796.84	2,002,237.39	533,387.84	116,427.28
6000 -- Capital Outlay	501,372.96	14,110.74	233,618.62	205,057.17	62,697.17
7000 -- Other Outgo & Transfers Out	581,900.03	0.00	61,001.04	20,333.68	500,565.31
Total Expenditures	33,842,068.14	3,022,302.76	25,145,462.19	990,112.62	7,706,493.33
Fund Balance (Budget/Actual)	3,484,357.66	0.00	4,869,802.42	0.00	0.00

Selection Criteria: District = 16; Fund = 01,09 Filtered By: None

ATHLETIC COMPETITION

Nondiscrimination and Equivalent Opportunities in the Athletic Program

No person shall be excluded from participation in, be denied the benefits of, be denied equivalent opportunity in, or otherwise be discriminated against in interscholastic, intramural or club athletics on the basis of **actual or perceived** sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color or mental or physical disability **or any other basis specified in law.** (Education Code 220, 230 ; 5 CCR 4920 ; 34 CFR 106.41)

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

The Superintendent or designee may provide single-sex teams where selection for the teams is based on competitive skills. (5 CCR 4921; 34 CFR 106.41)

When a school provides only one team in a particular sport for members of one sex, but provides no team in the same sport for members of the other sex, and athletic opportunities in the total program for that sex have been previously limited, members of the excluded sex shall be allowed to try out and compete with the team. The same standards for eligibility shall be applied to every student trying out for a team, regardless of sex, sexual orientation, or other protected group status. (5 CCR 4921; 34 CFR 106.41)

When determining whether equivalent opportunities are available to both sexes in athletic programs, the Superintendent or designee shall consider, among other factors: (5 CCR 4922; 34 CFR 106.41)

1. Whether the selection of sports and levels of competition offered effectively accommodate the interests and abilities of both sexes

~~To help ensure that the district's~~ **The athletic program shall be considered to** effectively accommodates the interests and abilities of both sexes ~~in athletics, the district shall use if it meets one of~~ the following criteria: (Education Code 230)

- a. ~~Whether the interscholastic level~~ **The interscholastic-level** participation opportunities for male and female students are provided in numbers substantially proportionate to their respective enrollments.
- b. When the members of one sex have been and are underrepresented among interscholastic athletes, ~~whether~~ the district can show a history and a continuing practice of program expansion that is demonstrably responsive to the developing interests and abilities of the members of that sex.

- c. When the members of one sex are underrepresented among interscholastic athletes and the district cannot show a history and a continuing practice of program expansion as required in item #b above, whether the district can demonstrate that the interests and abilities of the members of that sex have been fully and effectively accommodated by the present program.
2. The provision and maintenance of equipment and supplies
3. Scheduling of games and practice times, selection of the season for a sport, and location of the games and practices
4. Travel and per diem allowances
5. Opportunities to receive coaching and academic tutoring
6. Assignment and compensation of coaches and tutors
7. Provision of locker rooms, practice and competitive facilities
8. Provision of medical and training facilities and services
9. Provision of housing and dining facilities and services
10. Publicity
11. Provision of necessary funds

Health and Safety

The Superintendent or designee shall annually distribute to student athletes their parents/guardians a concussion and head injury information sheet. The student and parent/guardian shall sign and return the information sheet before the student's initiating practice or competition. (Education Code 49475)

(cf. 5145.6 – Parental Notifications)

If a student athlete is suspected of sustaining a concussion or head injury in an athletic activity, he/she shall be immediately removed from the activity for the remainder of the day. The student shall not be permitted to return to the activity until he/she is evaluated by a licensed health care provider trained in the management of concussions and receives the health care provider's written clearance to return to the activity. (Education Code 49475)

Parental Notifications

Before a student participates in interscholastic athletic activities, the Superintendent or designee shall send a notice to the student's parents/guardians which:

1. Contains information about the procedures for filing a discrimination complaint that arises out of an interscholastic athletic activity, including the name of the district's Title IX Coordinator.

(cf. 1312.3 – Uniform Complaint Procedures)
(cf. 5145.3 – Nondiscrimination/Harassment)

2. Includes a copy of the Athlete's Bill of Rights pursuant to Education Code 271.

- ~~2.~~ 3. Explains that there is an element of risk associated with all athletic competitions and that the district cannot guarantee that students will not be injured, despite a commitment to provide for every participant's health and welfare.

(cf. 3530 – Risk Management/Insurance)

- ~~3.~~ 4. Provides information about insurance protection pursuant to Education Code 32221.5

(cf. 5143 – Insurance)

- ~~4.~~ 5. Requests parental permission for the student to participate in the program and, if appropriate, be transported by the district to and from competitions.

(cf. 3541.1 – Transportation for School-Related Trips)

- ~~5.~~ 6. States the Board of Trustees' expectations that students adhere strictly to all safety rules, regulations, and instructions, as well as rules and guidelines related to conduct and sportsmanship.

(cf. 5144 – Discipline)
(cf. 5144.1 – Suspension and Expulsion/Due Process)

- ~~6.~~ 7. Includes a copy of the local California Interscholastic Federation (CIF) league rules

- ~~7.~~ 8. Includes information about the CIF bylaw and district policy requiring any student athlete and his/her parent/guardian to sign a statement that the student will not use steroids or dietary supplements banned by the U.S. Anti-Doping Agency

(cf. 5131.63 – Steroids)

Regulation Approved: 4/6/1005/09/12

ORCUTT UNION SCHOOL DISTRICT
Orcutt, California

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS

Instructional Materials Funding Realignment Program

The district shall use state funds received under the Instructional Materials Funding Realignment Program to ~~ensure that~~ **provide** each student is ~~provided~~ with standards-aligned textbooks or instructional materials, in an electronic or hard-bound format, in the core curriculum areas of reading/language arts, mathematics, science and history/social science. (Education Code 60422, 60422.1)

(cf. 6142.91 – English/Language Arts Instruction)

(cf. 6142.92 – Mathematics Instruction)

(cf. 6142.93 – Science Instruction)

(cf. 6142.94 – History-Social Science Instruction)

Instructional materials for grades K-8 shall be selected from the list of standards-aligned materials adopted by the State Board of Education (SBE). Instructional materials for grades 9-12 shall be adopted by the Governing Board. Standards-aligned materials in each core curriculum area shall be provided to each student at the beginning of the first school term that commences no later than 24 months after those materials are adopted by the SBE or the Board, as applicable. (Education Code 60422, 60422.1)

(cf. 1431 – Waivers)

(cf. 6011 - Academic Standards)

For grades 9-12, the Superintendent or designee shall review instructional materials in history-social science, mathematics, **Englishreading**/language arts, and science using a standards map in order to determine the extent to which the material are aligned to the content standards adopted by the SBE.

After the Board of Trustees has certified that all students have been provided with standards-aligned instructional materials in the core curriculum areas, the district may use any remaining program funds for the purposes specified in Education Code 60242. (Education Code 60119, 60422)

Criteria for Selection and Adoption of Instructional Materials

Instructional materials adopted by the Board shall:

1. For ~~basic instructional materials~~ in grades K-8, be selected from among the list of materials approved by the SBE in accordance with law (Education Code 60200)

(cf. 1431 – Waivers)

2. For ~~instructional materials in high schools~~ **grades 9-12**, be provided by publishers who comply with the requirements of Education Code 60040-60048, 60060-60062, and 60226 (Education Code 60400)
3. Not reflect adversely upon persons because of their race **or ethnicity, gender, religion**, disability, national**ity** ~~origin~~, sexual **orientation**, ~~color, creed, ancestry, or~~ occupation, **or other characteristic listed in Education Code 220**, nor contain any sectarian or denominational doctrine or propaganda contrary to law (Education Code 60044)

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

- ~~3.4.~~ To the satisfaction of the Board, be accurate, objective, current, and suited to the needs and comprehension of students at their respective grade levels (Education Code 60045)
- ~~4.5.~~ With the exception of literature and trade books, use proper grammar and spelling (Education Code 60045)
- ~~5.6.~~ Not ~~provide any~~ **expose students** to a commercial brand name, product, or corporate or company logo unless the Board makes a specific finding that the use is appropriate based on one of the following: (Education Code 60048, 60200)
 - a. The commercial brand name, product, or corporate or company logo is used in text for an educational purpose as defined in guidelines or frameworks adopted by the SBE.
 - b. The appearance of a commercial brand name, product, or corporate or company logo in an illustration is incidental to the general nature of the illustration.

(cf. 1325 – Advertising and Promotion)

- ~~6.7.~~ If the materials are technology-based materials, be both available and comparable to other, equivalent instructional materials (Education Code 60052)
- ~~7.8.~~ Meet the requirements of Education Code 60040-60043 for specific subject content
- ~~8.9.~~ When available from the publishers, include options for lighter weight materials in order to help minimize any injury to students by the combined weight of instructional materials

Instructional Materials Evaluation Committee

The Superintendent or designee may establish an instructional materials evaluation committee to evaluate and recommend instructional materials for Board approval. This committee shall **substantially be composed** ~~consist~~ of ~~a majority of~~ teachers and may also

include administrators, other staff who have subject-matter expertise, parents/guardians, community members and students as appropriate.

(cf. 1220 - Citizen Advisory Committees)

The committee shall review instructional materials using criteria provided above and in law, and shall provide the Board with documentation supporting its recommendations.

Conflict of Interest

To ensure integrity and impartiality in the evaluation and selection of instructional materials, any district employee who is ~~a person~~ participating in the evaluation of instructional materials and not otherwise designated in the district's conflict of interest code shall **sign a disclosure statement indicating that he/she not**:

1. **Shall not** accept any emolument, money or other valuable thing or inducement, to directly or indirectly introduce, recommend, vote for, or otherwise influence the adoption or purchase of any instructional material (Education Code 60072)

Sample copies of instructional materials are excepted from this prohibition.
(Education Code 60075)

(cf. 3315 - Relations with Vendors)

(cf. 9270 - Conflict of Interest)

2. ~~Be~~ **Is not** employed by or receive compensation from **the publisher or supplier of the instructional materials, or** any person, firm, organization, ~~or any of its subsidiaries,~~ or controlling entities **submitting instructional materials to the district representing it**
3. **Does not have or and will not** negotiate a contractual relationship **with the publisher or supplier of the instructional materials or** with any person, firm or organization ~~or any of its subsidiaries~~ or controlling entities **submitting instructional materials to the district representing it**
4. **Does not** have an interest as a contributor, author, editor or consultant in any textbook or other instructional material submitted to the district

Regulation Approved: ~~4/12/11~~**05/09/2012** ORCUTT UNION SCHOOL DISTRICT
Orcutt, California

Instruction

HIGH SCHOOL GRADUATION REQUIREMENTS

Notifications

Requirements for graduation and specified alternative means for completing the prescribed course of study shall be made available to students, parents/guardians, and the public. (Education Code 51225.3)

(cf. 5126 - Awards for Achievement)
(cf. 6146.11 - Alternative Credits toward Graduation)
(cf. 6145.6 - International Exchange)
(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)

~~Students shall not be required to have resided within the district for any minimum length of time as a condition of high school graduation. (Education Code 51411)~~

~~If a student successfully completes the district's graduation requirements while attending a juvenile court school or nonpublic, nonsectarian school or agency, the district shall issue the student a diploma from the school the student last attended. (Education Code 48645.5)~~

~~Exit Examination for High School Graduation Commencing 2006 and Later~~

~~At the beginning of each school year or at the time a student transfers into the district, the Board of Trustees shall provide written notification to all students in grades 9-12 and to their parents/guardians that, starting in the 2005-2006 school year and each year thereafter, each student completing the 12th grade shall be required to successfully pass the state's high school exit examination as a condition of graduation. The notification shall include, at a minimum, the date of the examination, the requirements for passing the examination, and the consequences of not passing the examination. (Education Code 48980, 60850, 60859)~~

~~The examination shall be administered in accordance with law, Board policy and administrative regulation.~~

~~When students have not demonstrated sufficient progress toward passing the exit examination, supplemental instruction offered by the district shall be designed to assist students to succeed on the exit examination and shall reflect statewide academic standards. (Education Code 37252) Supplemental instruction shall be offered for students in grades 7-12 who do not demonstrate sufficient progress toward passing the exit examination. (Education Code 37252)~~

SCHOOL-SPONSORED TRIPS

Supervision

Students on school-sponsored trips are under the jurisdiction of the district and shall be subject to district rules and regulations.

- (cf. 5131 – Conduct)
- (cf. 5131.1 – Bus Conduct)
- (cf. 5144 – Discipline)
- (cf 5144.1 – Suspension and Expulsion/Due Process)

All planned trips away from school grounds, including athletic trips and outdoor education programs, are subject to this regulation.

The Superintendent or designee shall ensure that adequate supervision is provided on all school-sponsored trips and that there is an appropriate ratio of adults to students present on the trip. If the trip involves water activities, this ratio shall be revised as necessary.

Siblings and children who are not enrolled in the class taking the field trip will not be allowed to attend.

- ~~1. Students on approved trips are under the jurisdiction of the Board of Trustees and subject to school rules and regulations.~~
2. Teachers or other certificated personnel shall accompany students on all trips and shall assume responsibility for their proper conduct.
3. Before the trip, teachers shall provide any adult chaperones who may accompany the students with clear information regarding their responsibilities.
4. Chaperones shall be 21 years of age or older.
5. Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities.

Parent/Guardian Permission

Before a student can participate in a school-sponsored trip, the teacher shall obtain parent/guardian permission for the trip. Whenever a trip involves water activities, the parent/guardian shall provide specific permission for his/her child to participate in the water activities. ~~Students must have written parental permission in order to participate in trips requiring transportation. (Education Code 35350)~~ The district shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip.

All persons making the field trip or excursion shall be deemed to have waived all claims against the district or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking out-of-state field trips or excursions and all parents/guardians of students taking out-of-state field trips or excursions shall sign a statement waiving such claims. (Education Code 35330).

Safety Issues

~~Safety and First Aid~~

1. While conducting a trip, the teacher, employee or agent of the school shall have the school's first aid kit in his/her possession or immediately available. (Education Code 32040, 32041)

Whenever trips are conducted in areas known to be infested with poisonous snakes, the first aid kit taken on the trip shall contain medically accepted snakebite remedies. In addition, a teacher, employee or agent of the school who has completed a first aid course which is certified by the American Red Cross and which emphasizes the treatment of snakebites shall participate in the trip. (Education Code 32043)

2. The district shall provide or make available medical and/or hospital insurance for students injured while participating in any excursion or field trip (Education Code 35331)

(cf. 3541.1 – Transportation for School-Related Trips)
(cf. 5143 – Insurance)

3. Before trips of more than one day, the principal or designee shall hold a meeting for staff, parents/guardians and students to discuss safety and the importance of safety-related rules for the trip. **For noncertificated adults who will assist in supervising students on the trip, the principal or designee may also hold a meeting to explain how to keep appropriate groups together and what to do if an emergency occurs.**

Instruction

6. Teachers and chaperones shall not consume alcoholic beverages or use controlled substances while accompanying and supervising students on a trip.
- ~~7. When a trip is made to a place of business or industry, the teacher shall arrange for an employee of the host company to serve as conductor.~~

Funding

~~No student shall be prevented from making a trip because of a lack of sufficient funds. No trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds. (Education Code 35330)~~

Trip Approval

1. Teachers planning a trip shall make a request in writing to the principal ~~at least 10 days prior to the date desired.~~ Whenever practical, an alternate date should

also be listed. The purpose of the trip and its relation to the course of study shall be stated in the request.

2. The principal shall approve or disapprove the request and notify the teacher. If the trip is disapproved, the principal should state the reasons.
3. Principals may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.
4. Principals shall approve no activities which they consider to be inherently dangerous to students or to pose unacceptable, unmitigated risks.
5. A field trip will not exceed a distance of 100 miles, one way, during a school day or include an overnight stay without approval of the Board or the Board's designee.

Transportation

1. Principals shall submit the request for field trips to the Transportation Department at least 15 days before the requested date, with an alternate date when possible.
2. No trip shall be contracted out to an outside company unless first approved by the Director of Transportation. If approved, all buses must be inspected by the district dispatcher trainer. (Vehicle Code)
3. If transportation is by staff's personal vehicle, ~~each vehicle must be inspected by district transportation staff and~~ all drivers must possess a valid driver's license and show proof of insurance.

Trips Which Include Swimming or Wading

1. No swimming or wading shall be allowed on trips unless planned and approved in advance.
2. When wading in the ocean, bay, river or other body of water as part of a planned, supervised outdoor education activity, teachers shall provide for a number of chaperones to exceed the normal one to 10 ratio and shall instruct both chaperones and students of the real and potential risks inherent in such activities and the precautions necessary for their safety.
3. **Swimming Activities**
 - a. Parents/guardians must provide written permission for the student to swim and must indicate the student's swimming ability.
 - b. Swimming facilities, including backyard pools, must be inspected by the principal and teacher before the trip is scheduled.

- c. Owners of private pools must provide a certificate of insurance, designating the district as an additional insured, for not less than \$500,000 in liability coverage.
- d. Lifeguards must be designated for all swimming activities. If lifeguards are not provided by the pool owner or operator, the principal shall ensure their presence. Lifeguards must be Red Cross certified or equivalent and must be at least 21 years old.
- e. **The ratio of adult chaperones to students shall be at least one to 10. In grades 4-6, this ratio shall be one to eight. In grades K-3, this ratio shall be one to four.**
- f. **Specific supervisory responsibilities shall be determined in advance to accommodate the varying swimming abilities of students. These responsibilities shall be clarified in writing and reviewed verbally before the trip.**
- g. **Emergency procedures shall be included with written instructions to adult chaperones and staff.**
- h. **Staff and chaperones assigned to supervise students must wear swim suits and know how to swim.**
- i. **The principal may require students to wear flotation devices, depending upon their age and swimming ability.**
- j. **A buddy-system or other means of surveillance shall be arranged in advance and strictly enforced during swimming activities.**

Regulation Approved: ~~12/13/06~~ 04/30/12 ORCUTT UNION SCHOOL DISTRICT
Orcutt, California



Educational Services

Holly Edds, Assistant Superintendent
hedds@orcutt-schools.net

TO: Bob Bush, Superintendent

FROM: Holly Edds
Assistant Superintendent, Educational Services

BOARD MEETING DATE: May 9, 2012

BOARD AGENDA ITEM: Administrative Regulation 5125
STUDENT RECORDS

BACKGROUND: Mandated, reorganized regulation reflects new law (AB 143) which (1) permits a minor's legal counsel to access student records for specified purposes and (2) requires certain recipients of student records to provide written certification that the records will not be disclosed to another party without parental consent. Regulation also reflects law authorizing agreements to share information with county placing agencies and requirements to provide specified records to law enforcement when a student with disabilities commits certain acts. Regulation reflects new federal regulations (76 Fed. Reg. 75604) which clarify the circumstances under which districts may disclose student records for purposes of audit, evaluation, or compliance activities related to state and federally funded programs.

Students

STUDENT RECORDS

Definitions

Student means any individual who is or has been in attendance at the district and regarding whom the district maintains student records. (34 CFR 99.3)

Attendance includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunication technologies for students who are not physically present in the classroom, and the period during which a person is working under a work-study program. (34 CFR 99.)

Student records are any items of information (in handwriting, print, tape, film, computer, or other medium) gathered within or outside the district that are directly related to an identifiable student and maintained by the district, required to be maintained by an employee in the performance of his/her duties, or maintained by a party acting for the district. Any information maintained for the purpose of second-party review is considered a student record. Student records include the student's health record. (Education Code 49061, 49062; 5 CCR 430; 34 CFR 99.3)

Student records do not include: (Education Code 49061, 49062; 5 CCR 430; 34 CFR 99.3)

1. Directory information

(cf. 5125.1 - Release of Directory Information)

2. Informal notes compiled by a school officer or employee which remain in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a substitute

3. Records of the law enforcement unit of the district, subject to the provisions of 34 CFR 99.8

(cf. 3515 - Campus Security)

(cf. 3515.3 - District Police/Security Department)

4. Records created or received by the district after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student

5. Grades on peer-graded papers before they are collected and recorded by a teacher

Mandatory permanent student records are those records which are maintained in perpetuity and which schools have been directed to compile by state law, regulation, or administrative directive. (5 CCR 430)

Mandatory interim student records are those records which the schools are directed to compile and maintain for stipulated periods of time and are then destroyed in accordance with state law, regulation, or administrative directive. (5 CCR 430)

Permitted student records are those records having clear importance only to the current educational process of the student. (5 CCR 430)

Disclosure means to permit access to, or the release, transfer, or other communication of, personally identifiable information contained in education records to any party, except the party that provided or created the record, by any means including oral, written, or electronic. (34 CFR 99.3)

Access means a personal inspection and review of a record, an accurate copy of a record or receipt of an accurate copy of a record, an oral description or communication of a record, and a request to release a copy of any record. (Education Code 49061)

Personally identifiable information includes, but is not limited to: (34 CFR 99.3)

1. The student's name
2. The name of the student's parent/guardian or other family members
3. The address of the student or student's family
4. A personal identifier, such as the student's social security number, student number, or biometric record (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting)
5. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty
7. Information requested by a person who the district reasonably believes knows the identity of the student to whom the student record relates

Adult student is a person who is or was enrolled in school and who is at least 18 years of age. (5 CCR 430)

Parent/guardian means a natural parent, an adopted parent, legal guardian, surrogate parent, or foster parent. (Education Code 49061, 56050, 56055)

School officials and employees are officials or employees whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require that they have access to student records. **School officials and employees also include contractors, consultants, volunteers, or other parties to whom the district has outsourced district functions and who perform services for which the district would otherwise use employees.**

A legitimate educational interest is one held by school officials and employees whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require that they have access to student records.

Custodian of records is the employee responsible for the security of student records maintained by the district and for devising procedures for assuring that access to such records is limited to authorized persons. (5 CCR 433) ~~The district's Custodian of records will be our Director of Pupil Services.~~

County placing agency means the county social service department or county probation department. (Education Code 49061)

Persons Granted Access ~~Without Prior Written Consent~~

~~Persons, agencies or organizations specifically granted access rights pursuant to state law shall have access without parental consent or judicial order. In addition, parental consent is not required when information is shared with other persons within educational institutions, agencies or organizations obtaining access, as long as those persons have a legitimate educational interest in the information. (Education Code 49076)~~

The following persons or agencies shall have absolute access to any and all student records in accordance with law:

1. Parents/guardians of students younger than age 18, **including the parent who is not the student's custodial parent** (Education Code 49069, **Family Code 3025**)

~~Access to student records and information shall not be denied to a parent because he/she is not the child's custodial parent. (Family Code 3025)~~

2. An adult student age 18 or older or a student under the age of 18 who attends a postsecondary institution, in which case the student alone shall exercise rights related to his/her student records and grant consent for the release of records (34 CFR 99.3, 99.5)

3. ~~Any person, agency, or organization authorized in compliance with a court order or lawfully issued subpoena (Education Code 49077)~~

~~Unless otherwise instructed by the court, the Superintendent or designee shall, prior to disclosing a record pursuant to a court order or subpoena, give the parent/guardian or adult student at least three days' notice of the name of the requesting agency and the specific record requested, if lawfully possible within the requirements of the judicial order. (34 CFR 99.31; 5 CCR 435)~~

In addition, the following persons or agencies shall have access to those particular records that are relevant to their legitimate educational interest **or other legally authorized purpose**: (34 CFR 99.31; Education Code 49076)

1. Parents/guardians of a dependent student age 18 or older (Education Code 49076; 34 CFR 99.31)
2. Students who are age 16 or older or who have completed the 10th grade (Education Code 49076; 34 CFR 99.31)
3. School officials and employees ~~(consistent with criteria defined by the district)~~ **the definition provided in the section "Definitions" above** (Education Code 49076; 34 CFR 99.31)
4. Members of a school attendance review board (SARB) and any volunteer aide age 18 or older who has been investigated, selected, and trained by the SARB to provide follow-up services to a referred student (Education Code 49076)

(cf. 5113.1 – *Truancy and Chronic Absence*)

5. Officials and employees of other public schools, school systems, or postsecondary institutions where the student intends or is directed to enroll, including local, county, or state correctional facilities where educational programs leading to high school graduation are provided, or where the student is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer (Education Code 49076; 34 CFR 99.31)

When the district discloses personally identifiable information to officials of another school, school system, or postsecondary institution where the student seeks or intends to enroll, the Superintendent or designee shall make a reasonable attempt to notify the parent/guardian or adult student at his/her last known address, provide a copy of the record that is disclosed, and give the parent/guardian or adult student an opportunity for a hearing to challenge the record. (34 CFR 99.34)

6. Federal, state, and local officials, as needed for ~~program~~ **an audits, evaluation, or compliance activity related to a state or federally funded education program and in accordance with a written agreement developed pursuant to 34 CFR 99.35. (Education Code 49076; 34 CFR 99.3, 99.31, 99.35)**~~with law~~

7. Any person, agency, or organization authorized in compliance with a court order or lawfully issued subpoena (Education Code 49077; 5 CCR 435; 34 CFR 99.31)

Unless otherwise instructed by the court, the Superintendent or designee shall, prior to disclosing a record pursuant to a court order or subpoena, give the parent/guardian or adult student at least three days' notice of the name of the requesting agency and the specific record requested, if lawfully possible within the requirements of the judicial order. (Education Code 49077; 5 CCR 435; 34 CFR 99.31)

~~8. 9.~~ Any district attorney who is participating in or conducting a truancy mediation program or participating in the presentation of evidence in a truancy petition ~~or a prosecuting agency for consideration against a parent/guardian for failure to comply with compulsory education laws~~ (Education Code 49076)

9. A prosecuting agency for consideration against a parent/guardian for failure to comply with compulsory education laws (Education Code 49076)

~~10. 9.~~ Any probation officer ~~or~~, district attorney, or counsel of record for a minor student for the purposes of conducting a criminal investigation or an investigation in regards to declaring a person a ward of the court or involving a violation of a condition of probation, **subject to specified evidentiary rules** (Education Code 49076)

When disclosing records for these purposes, the Superintendent or designee shall obtain written certification from the recipient of the record(s) that the information will not be disclosed to another party without prior written consent of the student's parent/guardian or the holder of the student's educational rights, unless specifically authorized by state or federal law. (Education Code 49076)

~~11. 10.~~ Any judge or probation officer for the purpose of conducting a truancy mediation program for a student or for the purpose of presenting evidence in a truancy petition pursuant to Welfare and Institutions Code 681 (Education Code 49076)

In such cases, the judge or probation officer shall certify in writing to the Superintendent or designee that the information will be used only for truancy purposes. Upon releasing student information to a judge or probation officer ~~in such cases~~, the Superintendent or designee shall inform, or provide written notification to, the student's parent/guardian within 24 hours. (Education Code 49076)

~~12. 10.~~ Any county placing agency for the purpose of **preparing a health and education summary pursuant to Welfare and Institutions Code 16010 for a child placed in foster care**, fulfilling educational case management responsibilities required by the juvenile

court or by law pursuant to ~~Welfare and Institutions Code 16010~~ and to , or assisting with the school transfer or enrollment of a student (Education Code 49076)

(cf. 6173.1 - Education for Foster Youth)

13. Any ~~Foster family agencies~~ with jurisdiction over currently enrolled or former students ~~for purposes of~~ ~~may~~ accessing those students' records of grades and transcripts and any individualized education program (IEP) developed and maintained by the district with respect to such students. (Education Code 49069.3)

(cf. 6159 - Individualized Education Program)

14. Appropriate law enforcement authorities, in circumstances where Education Code 48902 requires that the district provide special education and disciplinary records of a student with disabilities who is suspended or expelled for committing an act violating Penal Code 245. (Education Code 48902, 49076)

When disclosing such records, the Superintendent or designee shall obtain written certification by the recipient of the record(s) as described in item #10 above. (Education Code 49076)

15. ~~When authorized by law to assist law enforcement in investigations of suspected kidnapping, the Superintendent or designee shall provide information about the identity and location of the student as it relates to the transfer of that student's records to another public school district or California private school. The information shall be released only to~~ Designated peace officers, federal criminal investigators, and federal law enforcement officers whose names have been submitted in writing by their law enforcement agency in accordance with the procedures specified in Education Code 49076.5, in cases where the district is authorized to assist law enforcement in investigations of suspected kidnapping. (Education Code 49076.5)

In such cases, the Superintendent or designee shall provide information about the identity and location of the student as it relates to the transfer of that student's records to another public school district or California private school. (Education Code 49076.5)

At his/her discretion, ~~t~~The Superintendent or designee may release information from a student's records to the following: ~~(34 CFR 99.31, 99.36; Education Code 49076)~~

1. Appropriate persons, including parents/guardians of a student, in an emergency, if the health and safety of the student or other persons are at stake (Education Code 49076; 34 CFR 99.31, 99.36)

2. ~~Agencies or organizations in connection with a student's application for or receipt of financial aid.~~

2. Accrediting associations (Education Code 49076; 34 CFR 99.31)
3. Under the conditions specified in Education Code 49076 and 34 CFR 99.31, organizations conducting studies on behalf of educational institutions or agencies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, provided that: (Education Code 49076; 34 CFR 99.31)
 - a. The study is conducted in a manner that does not permit personal identification of parents/guardians and students by individuals other than representatives of the organization who have legitimate interests in the information.
 - b. The information is destroyed when no longer needed for the purposes for which the study is conducted.
 - c. The district enters into a written agreement with the organization that includes the information in 34 CFR 99.31.
4. Officials and employees of private schools or school systems where the student is enrolled or intends to enroll. (Education Code 49076; 34 CFR 99.31, 99.36)
5. Local health departments operating countywide or regional immunization information and reminder systems and the California Department of Public Health, in which case the Superintendent or designee shall notify the student's parent/guardian of his/her rights in accordance with law prior to releasing the information (Health and Safety Code 120440)
6. Agencies or organizations in connection with the student's application for or receipt of financial aid, provided that information permitting the personal identification of a student or his/her parents/guardians for these purposes is disclosed only as may be necessary to determine the eligibility of the student for financial aid, determine the amount of financial aid, determine the conditions which will be imposed regarding the financial aid, or enforce the terms or conditions of the financial aid (Education Code 49076, 34 CFR 99.31, 99.36)
7. County elections officials for the purpose of identifying students eligible to register to vote and offering such students an opportunity to register (Education Code 49076; 34 CFR 99.31, 99.36)

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

~~The Superintendent or designee may release information specified in law regarding a student's immunization record to local health departments operating countywide or regional immunization information and reminder systems and the California Department of Public Health. Prior to releasing such information, the Superintendent or designee~~

~~shall notify the parent/guardian of his/her rights in accordance with law. (Health and Safety Code 120440)~~

~~Persons Granted Access With Prior Written Consent~~

Persons, agencies, or organizations not afforded access rights by law may be granted access only through written permission of the parent/guardian or adult student, or by judicial order. (Education Code 49075)

Only a parent/guardian having legal custody of the student may consent to the release of records to others. Either parent may grant consent if both parents notify the district, in writing, that such an agreement has been made. (Education Code 49061)

(cf. 5021 - Noncustodial Parents)

Any person or agency granted access is prohibited from releasing information to another person, or agency, or organization without written permission from the parent/guardian or adult student unless specifically allowed by state law or the federal Family Educational Rights and Privacy Act. (Education Code 49076)

De-Identification of Records

When authorized by law for any program audit, educational research, or other purposes, the Superintendent or designee may release information from a student record without prior consent of the parent/guardian or adult student after the removal of all personally identifiable information. Prior to releasing such information, the Superintendent or designee shall make a reasonable determination that the student's identify is not personally identifiable, whether through single or multiple releases and taking into account other reasonably available information. (Education Code 49074, 49076; 34 CFR 99.31)

~~Access to Records by Authorized Persons~~ Process for Providing Access to Records

Student records shall be maintained in a central file at the school attended by the student or, when official records are maintained in different locations, a notation shall be placed in the central file indicating where other records may be found. Parents/guardians shall be notified of the location of student records if not centrally located. (Education Code 49069; 5 CCR 433)

The custodian of records shall be responsible for the security of student records and shall assure ensure that access is limited to authorized persons. (5 CCR 433)

The custodian of records shall develop reasonable methods, including physical, technological, and administrative controls, to ensure that school officials and employees obtain access to only those student records in which they have legitimate educational interests. (34 CFR 99.31)

To inspect, review, or obtain copies of student records, authorized persons shall submit a request to the custodian of records. Prior to granting the request, the custodian of records shall authenticate the individual's identity. For any ~~those~~ individuals granted ~~for whom the law requires that access be granted~~ based on a legitimate educational interest, the request shall specify ~~such~~ the interest involved.

When prior written consent is required by law, the parent/guardian shall provide a written, signed and dated consent before the district discloses the student record. Such consent may be given through electronic means in those cases where it can be authenticated. The district's consent form shall specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made. Upon request by the parent/guardian, the district shall provide him/her a copy of the records disclosed. (34 CFR 99.30)

Within five business days following the date of request, a parent/guardian or other authorized person shall be granted access to inspect, review, and obtain copies of student records during regular school hours. (Education Code 49069)

Qualified certificated personnel shall be available to interpret records when requested. (Education Code 49069)

The custodian of records or the Superintendent or designee shall prevent the alteration, damage, or loss of records during inspection. (5 CCR 435)

Access Log

A log shall be maintained for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the records and the legitimate educational interest of the requester. (Education Code 49064)

In every instance of inspection by persons who do not have assigned educational responsibility, the custodian of records shall make an entry in the log indicating the record inspected, the name of the person granted access, the reason access was granted, and the time and circumstances of inspection. (5 CCR 435)

The log does not need to include record of access by: (Education Code 49064)

1. Parents/guardians or adult students
2. Students who are 16 years of age or older or who have completed the 10th grade
3. Parties obtaining district-approved directory information

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

4. Parties who provide written parental consent, in which case the consent notice shall be filed with the record pursuant to Education Code 49075

5. School officials and employees who have a legitimate educational interest

The log shall be accessible only to the parent/guardian, adult student, dependent adult student, student age who is 16 years or older or who has completed the 10th grade, custodian of records, and certain state/federal officials. (Education Code 49064; 5 CCR 432)

Duplication of Student Records

To provide copies of any student record, the district shall charge a reasonable fee not to exceed the actual cost of providing the copies. No charge shall be made for providing up to two transcripts or up to two verifications of various records for any former student. No charge shall be made to locate or retrieve any student record. (Education Code 49065)

The Superintendent or designee shall set a fee and update the amount periodically if actual costs change

Changes to Student Records

No additions except routine updating shall be made to a student's record after high school graduation or permanent departure without prior consent of the parent/guardian or adult student. (5 CCR 437)

Only a parent/guardian having legal custody of the student or an adult student may challenge the content of a record or offer a written response to a record. (Education Code 49061)

(cf. 5125.3 - Challenging Student Records)

Retention and Destruction of Student Records

All anecdotal information and assessment reports maintained as student records shall be dated and signed by the individual who originated the data. (5 CCR 431)

The following mandatory permanent student records shall be kept indefinitely: (5 CCR 432, 437)

1. Legal name of student
2. Date and place of birth and method of verifying birth date

(cf. 5111 - Admission)

3. Sex of student

4. Name and address of parent/guardian of minor student

a. Address of minor student if different from the above

b. Annual verification of parent/guardian's name and address and student's residence

(cf. 5111.1 - District Residency)

(cf. 5111.12 - Residency Based on Parent/Guardian Employment)

(cf. 5111.13 - Residency for Homeless Children)

5. Entrance and departure dates of each school year and for any summer session or other extra session

6. Subjects taken during each year, half-year, summer session, or quarter, and marks or credits given

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

7. Verification of or exemption from required immunizations

(cf. 5141.31 - Immunizations)

8. Date of high school graduation or equivalent

Mandatory interim student records, unless forwarded to another district, shall be maintained subject to destruction during the third school year following a determination that their usefulness has ceased or the student has left the district. These records include: (Education Code 48918, 51747; 5 CCR 432, 437, 16027)

1. Expulsion orders and the causes therefore

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

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

2. A log identifying persons or agencies who request or receive information from the student record

3. Health information, including verification or waiver of the health screening for school entry

(cf. 5141.32 - Health Screening for School Entry)

4. Information on participation in special education programs, including required tests, case studies, authorizations, and evidence of eligibility for admission or discharge

(cf. 6159 - Individualized Education Program)

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

5. Language training records

(cf. 6174 - Education for English Language Learners)

6. Progress slips/notices required by Education Code 49066 and 49067

7. Parental restrictions/stipulations regarding access to directory information

8. Parent/guardian or adult student rejoinders to challenged records and to disciplinary action

9. Parent/guardian authorization or denial of student participation in specific programs

10. Results of standardized tests administered within the past three years

(cf. 6162.51 - Standardized Testing and Reporting Program)

(cf. 6162.52 - High School Exit Examination)

11. Written findings resulting from an evaluation conducted after a specified number of missed assignments to determine whether it is in a student's best interest to remain in independent study

(cf. 6158 - Independent Study)

Permitted student records may be destroyed six months after the student completes or withdraws from the educational program, including: (5 CCR 432, 437)

1. Objective counselor and/or teacher ratings

2. Standardized test results older than three years

3. Routine disciplinary data

(cf. 5144 - Discipline)

4. Verified reports of relevant behavioral patterns

5. All disciplinary notices

6. Supplementary attendance records

Records shall be destroyed in a way that assures they will not be available to possible public inspection in the process of destruction. (5 CCR 437)

Transfer of Student Records

If a student transfers into this district from any other school district or a private school, the Superintendent or designee shall inform the parent/guardian of his/her rights regarding student records, including the right to review, challenge, and receive a copy of student records. (Education Code 49068; 5 CCR 438)

When a student transfers into this district from another district, the Superintendent or designee shall request that the student's previous district provide any records, either maintained by that district in the ordinary course of business or received from a law enforcement agency, regarding acts committed by the transferring student that resulted in his/her suspension or expulsion. (Education Code 48201)

(cf. 4158/4258/4358 - Employee Security)

(cf. 5119 - Students Expelled From Other Districts)

When a student transfers from this district to another school district or to a private school, the Superintendent or designee shall forward a copy of the student's mandatory permanent record as requested by the other district or private school. The original record or a copy shall be retained permanently by this district. If the transfer is to another California public school, the student's entire mandatory interim record shall also be forwarded. If the transfer is out of state or to a private school, the mandatory interim record may be forwarded. Permitted student records may be forwarded to any other district or private school. (Education Code 48918; 5 CCR 438)

Upon receiving a request from a county placing agency to transfer a student in foster care out of a district school, the Superintendent or designee shall transfer the student's records to the next educational placement within two business days. (Education Code 49069.5)

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

All student records shall be updated before they are transferred. (5 CCR 438)

Student records shall not be withheld from the requesting district because of any charges or fees owed by the student or parent/guardian. (5 CCR 438)

If the district is withholding grades, diploma, or transcripts from the student because of his/her damage or loss of school property, this information shall be sent to the requesting district along with the student's records.

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

Notification of Parents/Guardians

Upon any student's initial enrollment, and at the beginning of each school year thereafter, the Superintendent or designee shall notify parents/guardians and eligible students, in writing, of their rights related to student records. Insofar as practicable, the district shall provide these notices in the student's home language and shall effectively notify

parents/guardians or eligible students ~~who are disabled~~ with disabilities. (34 CFR 99.7; Education Code 49063)

(cf. 5145.6 - Parental Notifications)

The notice shall include: (34 CFR 99.7, 99.34; Education Code 49063)

1. The types of student records kept by the district and the information contained therein
2. The title(s) of the official(s) responsible for maintaining each type of record
3. The location of the log identifying those who request information from the records
4. District criteria for defining school officials and employees and for determining legitimate educational interest
5. District policies for reviewing and expunging student records
6. The right to inspect and review student records and the procedures for doing so
7. The right to challenge and the procedures for challenging the content of a student record that the parent/guardian or student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights

(cf. 5125.3 - Challenging Student Records)

8. The cost, if any, charged for duplicating copies of records
9. The categories of information defined as directory information pursuant to Education Code 49073
10. The right to consent to disclosures of personally identifiable information contained in the student's records except when disclosure without consent is authorized by law
11. The availability of the curriculum prospectus developed pursuant to Education Code 49091.14 containing the titles, descriptions, and instructional aims of every course offered by the school

(cf. 5020 - Parent Rights and Responsibilities)

12. Any other rights and requirements set forth in Education Code 49060-49078, and the right of parents/guardians to file a complaint with the United States Department of Education concerning an alleged failure by the district to comply with 20 USC 1232g
13. A statement that the district forwards education records to other agencies or institutions that request the records and in which the student seeks or intends to enroll or

is already enrolled as long as the disclosure is for purposes related to the student's enrollment

Regulation Approved: ~~10/14/09~~05/09/12 ORCUTT UNION SCHOOL DISTRICT
Orcutt, California

WEAPONS AND DANGEROUS INSTRUMENTS

Prohibited weapons and dangerous instruments include, but are not limited to:

1. Firearms: pistols, revolvers, shotguns, rifles, "zip guns," "stun guns," tasers, and any other device capable of propelling a projectile by the force of an explosion or other form of combustion
2. **Ammunition or reloaded ammunition**
- 2.3 Knives, razor blades, and box cutters: any dirks, daggers, ice picks, or other weapons with a fixed, sharpened blade fitted primarily for stabbing, weapons with a blade fitted primarily for stabbing, weapons with a blade longer than 2-1/2 inches, folding knives with a blade that locks into place, and razors with an unguarded blade (~~Education Code 48915; Penal Code 626.10~~)
- 3.4 Explosive and/or incendiary devices: pipe bombs, time bombs, cap guns, containers of inflammable fluids, and other hazardous devices
- 4.5 Any instrument that expels a metallic projectile, such as a BB or a pellet, through the force of air pressure, carbon dioxide pressure, or spring action, or any spot marker gun (~~Penal Code 626.10~~)
- 5.6 Any other dangerous device, instrument, or weapon including those defined in Penal Code 12020, including a blackjack, slingshot, billy, nunchaku, sandclub, sandbag, metal knuckles, or any metal plate with three or more radiating points with one or more sharp edges designed for use as a weapon
- 6.7 Any imitation firearm, defined as a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm (~~Education Code 48900; Penal Code 12550~~)

Any employee may take any weapon or dangerous instrument from the personal possession of a student while the student is on school premises or under the authority of the district. (Education Code 49331, 49332)

(cf. 5145.12 - Search and Seizure)

In determining whether to take possession of the weapon or dangerous instrument, the employee shall use his/her own judgment as to the dangerousness of the situation and, based upon this analysis, shall ~~take~~ one of the following **actions**:

1. Confiscate the object and deliver it to the principal immediately

2. Immediately notify the principal, who shall take appropriate action
3. Immediately notify the local law enforcement agency and the principal

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3515.3 - District/Police Security Department)

(cf. 4158/4258/4358 - Employee Security)

When informing the principal about the possession of a weapon or dangerous instrument, the employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of the possession.

The principal shall report any possession of a weapon or dangerous instrument to the student's parents/guardians by telephone or in person, and shall follow this notification with a letter.

The employee shall retain possession of the instrument until the risk of its use as a weapon has dissipated or, upon the request of the student's parent/guardian, until the parent/guardian appears and personally takes possession. (Education Code 49331, 49332)



Educational Services

Holly Edds, Assistant Superintendent
hedds@orcutt-schools.net

TO: Bob Bush, Superintendent

FROM: Holly Edds
Assistant Superintendent, Educational Services

BOARD MEETING DATE: May 9, 2012

BOARD AGENDA ITEM: Administrative Regulation 6162.51
STANDARDIZED TESTING AND REPORTING
PROGRAM

BACKGROUND: Regulation updated to reflect new state regulations (Register 2011, No. 15) which (1) list criteria that should be considered in determining whether a student with disabilities should be assessed using the California Modified Assessment; (2) lengthen the testing window to 25 instructional days, which includes 12 days before and after completion of 85 percent of the school's instructional days; (3) address the handling of exemptions from the testing requirement requested by parents/guardians after testing has begun; (4) make a number of changes related to allowable testing variations; (5) authorize the appointment of a contractor to administer the assessments; and (6) specify the qualifications of test proctors and translators.

Instruction

STANDARDIZED TESTING AND REPORTING PROGRAM

The district shall administer the following assessments in the Standardized Testing and Reporting (STAR) program: (Education Code 60640)

- ~~1. A nationally norm-referenced achievement test designated by the State Board of Education (SBE) in basic academic skills pursuant to Education Code 60642 to each student in grades 3 and 7.~~
- ~~2. Standards-based achievement tests aligned with the state standards, as designated by the SBE pursuant to Education Code 60642.5 to each student in grades 2–11.~~
- ~~3. A designated primary language test (DPLT) for any limited English proficient student who has been enrolled in a California public school for less than 12 months, if such a test is available. This test will be administered in addition to any norm-referenced test and standards-based achievement test, even with appropriate accommodation. (Education Code 60640)~~

~~(cf. 6174 – Education for English Language Learners)~~

- ~~4. An alternate assessment for any special education student who is unable to take the standards-based achievement tests even with accommodations or modifications. The individualized education plan (IEP) team shall determine whether a student shall take an alternate assessment, which include the California Alternative Performance Assessment (CAPA) and the California Modified Assessment (CMA). (Education Code 56345, 60640; 5 CCR 850; 34 CFR 200.1)~~

1. The California Standards Tests (CSTs) in English language arts, mathematics, science, and history-social science to students in grades 2-11 (Education Code 60640)

(cf. 6142.91 – Reading/Language Arts Instruction)

(cf. 6142.92 – Mathematics Instruction)

(cf. 6142.93 – Science Instruction)

(cf. 6142.94 – History-Social Science Instruction)

In addition, students in grade 11 may voluntarily take an augmented CST as part of the Early Assessment Program to determine their readiness for college-level work in English and/or mathematics. (Education Code 60641, 99300-99301)

2. The Standards-Based Test in Spanish (STS) to Spanish-speaking English learners in grades 2-11 who either: (Education Code 60640)
 - a. Receive instruction in Spanish, regardless of how long they have been in the United States
 - b. Have been enrolled in a California public school for less than 12 months

(cf. 6174 – Education for English Language Learners)

This test shall be required in addition to the CST administered in English. (Education Code 60640)

3. The California Alternative Performance Assessment (CAPA) for students in grades 2-11 with severe cognitive disabilities who are unable to take the CSTs even with accommodations or modifications, or the California Modified Assessment (CMA) for students in grades 3-11 who are not severely cognitively disabled, when determined appropriate by the student's individualized education program (IEP) team (Education Code 56345, 60640; 5 CCR 850; 34 CFR 200.1)

A student with disabilities may be assessed using the CAPA in all subject areas, CMA in all subject areas, or a combination of CSTs and CMA in the subject areas being assessed, but shall not be allowed to take both the CAPA and CMA. Eligibility to take the CMA shall be based on the criteria specified in 5 CCR 850. The Superintendent or designee shall inform the parents/guardians of students selected to be assessed with the CMA that their child's achievement will be measured based on modified achievement standards. (5 CCR 850)

Any special education student who is an English learner may be tested with the ~~designated primary language test~~ STS in accordance with item #23 above, unless the IEP specifically exempts him/her from such testing. (Education Code 56345)

(cf. 6159 – Individualized Education Program)

(cf. 6164.6 – Identification and Education under Section 504)

The Superintendent or designee shall make arrangements as necessary to test all eligible students in alternative education programs or programs conducted off campus. (5 CCR 851)

(cf. 6158 – Independent Study)

(cf. 6181 – Alternative Schools/Programs of Choice)

(cf. 6183 – Home and Hospital Instruction)

(cf. 6184 – Continuation Education)

(cf. 6185 – Community Day School)

Testing Period

The STAR ~~assessments~~ tests with the exception of the writing portion of the English language arts tests, shall be administered to students during a testing window of ~~21~~ 25 instructional days that includes ~~10~~ 12 instructional days before and after completion of 85 percent of the school's, track's or program's instructional days. ~~Testing for all students, including make-up testing, shall be completed within this 21 instructional day window unless all or part of the 21 instructional day period falls after any statutorily specified deadline.~~ (Education Code 60640; 5 CCR 855)

The Superintendent or designee shall arrange for at least two make-up days for the testing of student who were absent during the period that any school administered the STAR assessments. All make-up testing shall occur within five instructional days of the last date that the district administered the tests, but not later than the ~~21~~ **25 instructional day testing** window ~~established above~~. (Education Code 60640; 5 CCR 855)

~~Any DPLT shall be administered between March 15 and May 14 of each school year. The Superintendent or designee shall provide for at least two make-up days for students who were absent during the period. All make-up testing shall occur within 10 instructional days of the last date that the district administered the primary language assessment, but not later than May 25 of each school year, whichever is earlier. (5 CCR 855)~~

The writing portion of the English language arts tests shall be administered only on the testing day(s) and make-up day(s) specified annually by the Superintendent of Public Instruction. (Education Code 60640; 5 CCR 855)

Exemptions

A parent/guardian may submit to the school a written request to excuse his/her child from any or all parts of any test. ~~The District and its employees may discuss the STAR program with parents/guardians and may inform them of the availability of exemptions under Education Code 60615. However, the district and its employees shall not solicit or encourage any written exemption request on behalf of any student or group of students. (5 CCR 852)~~

If a parent/guardian submits an exemption request after testing has begun, any test(s) completed before the request is submitted shall be scored and the results reported to the parent/guardian and included in the student's records. (5 CCR 852)

Testing Variations

~~The STAR Assessments including the DPLT and CMA, shall be administered in accordance with the manuals or other instructions provided by the test contractor, unless a testing variation, accommodations, or modification is specifically allowed in 5 CCR 853 or 853.5. (Education Code 60640; 5 CCR 853, 853.5)~~

All students may be provided with **the following variations: (5 CCR 853.5)**

- 1. Simplified or clarified test directions**
- 2. Allowance to write in test booklets (e.g. underlining, highlighting, working math problem), provided that in grades 2-3 any marks other than those in response circles must be erased or responses must be transcribed into new test booklet(s) to ensure that the tests can be scored**

3. Testing in a small group setting
4. As much time as needed within a single sitting to complete a test or test part

In addition, all students shall be provided with the following testing variations if such variations are regularly used in the classroom: (5CCR 853.5)

1. Special or adaptive furniture
2. Special lighting, special ~~or~~ acoustics, noise canceling devices, visual magnifying equipment, or audio amplification equipment
3. An individual carrel or study enclosure
4. A separate testing room in a separate testing room provided that a district employee who has signed the test security affidavit directly supervises the student
5. ~~and/or markers,~~ Colored overlay, masks, or other means to maintain visual attention to the test or test questions
6. Manually Coded English or American Sign language to communicate directions for test administration

Identified English learners shall be ~~permitted the following testing variations provided a flexible setting, flexible schedule, translated directions and/or glossaries under the conditions described in 5 CCR 853.5,~~ if these variations are regularly used in the classroom or for assessment. (5 CCR 853.5)

1. Testing in a separate room with other English learners provided that a district employee who has signed the test security affidavit directly supervises the student.
2. Additional supervised breaks following each section within a test part provided that the test section is completed within a testing day. A test section is identified by a "STOP" at the end of it.
3. Translation of the test directions printed in the test administration manual into the student's primary language, and the opportunity to ask clarifying questions about any test directions presented orally in the student's primary language.
4. Access to translation glossaries/word lists for the CSTs in mathematics, science, and history-social science (English to primary language). The translation glossaries/word lists are to include only the English words or phrases with the corresponding primary language words or phrases. The glossaries/word lists shall not include definitions, parts of speech, or formulas.

Student with disabilities shall be permitted to take the assessments with any of the testing variations listed in 5 CCR 853.5, provided the variations are specified in their IEP or Section 504 plan. These variations may include, **but are not limited to**, accommodations in the presentation or setting of the test administration or in how a student is allowed to respond, and/or modifications in accordance with 5 CCR 853.5. ~~A special education student shall be allowed to test below his/her grade level only in accordance with 5 CCR 853.~~ (5 CCR 850, 853, 853.5)

District and Test Site Coordinators

Staff Responsibilities

Each year the Superintendent or designee shall designate a district coordinator who shall serve as the district representative and liaison with the California Department of Education (**CDE**) for all matters related to the STAR program. The Superintendent or designee also shall designate a coordinator at each test site. (5 CCR 857-858, ~~886-887~~)

In addition to the duties prescribed in 5 CCR ~~857-858 and 886~~, the district coordinator shall establish guidelines to help ensure that the test contractor is provided complete student information, as specified in 5 CCR 861 and 870, for purposes of the Academic Performance Index.

(cf. 3553 – Free and Reduced Price Meals)

~~Within five working days of~~ **After** receiving **summary** reports and files from the publisher, the Superintendent and the district coordinator shall review the files and reports for completeness and accuracy, and shall notify the test contractor and the California Department of Education of the findings. ~~The Superintendent or district coordinator shall notify the California Department of Education in writing whether any errors, discrepancies, or incomplete information has been resolved.~~ (5 CCR 857)

Reports of Test Results

Within 20 working days of receiving the **any student test** report from the **test** contractor, the Superintendent or designee shall forward the student report ~~provided by the test contractor~~ to the student's parents/guardians. If these reports are received after the last day of instruction in the school year, each student's results shall be mailed to his/her parents/guardians. (**Education Code 60641**; 5 CCR 863)

(cf. 5145.6 – Parental Notifications)

The report shall include a clear explanation of the purpose of the test, the student's score, and its intended use by the district. (Education Code 60641)

An individual student's scores shall also be reported to his/her school and teacher(s) and shall be included in his/her student record. (Education Code 60641)

(cf. 5125 – Student Records)

~~Individual test results shall not be released without the written consent of the adult student or the minor student's parents/guardians to any person other than a parent/guardian; a teacher, counselor or administrator directly involved with the student;~~
or With parent/guardian consent, the Superintendent or designee may release a student's test results to a postsecondary educational institution for the purpose of credit, placement, determination of readiness for college-level coursework, or admission. (Education Code 60607, 60641)

Districtwide, school-level, and grade level results shall be reported to the Board of Trustees at a regularly scheduled meeting. The Board shall not receive individual students' scores or the relative position of any individual student. (Education Code 60641)

(cf. 9321.1 – Closed Session Actions and Reports)

Students

ABSENCES AND EXCUSES

Excused Absences

A student's absence shall be excused for 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 during school hours 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 not to exceed four hours per semester
 - e. Attendance at an employment conference

Students

- f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization
- 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 his/her 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)

- 9.10. Participation in religious exercises or to receive moral and religious instruction in accordance with district policy (Education Code 46014)

- a. In such instances, the student shall attend at least the minimum school day.
- b. The student shall be excused 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, or email 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:
 - 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. Any other reasonable method which establishes the fact that the student was actually absent for the reasons stated. A written recording shall be made, including information outlines above.~~
- 5.4. 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 contact a medical office to confirm the time of the appointment.
 - b. When a student has absences in excess of 10% of the total number of days enrolled for the current school year due to illness and verified by methods listed in #1-4 above, any further absences for illness shall be verified by a physician.

Students

ABSENCES AND EXCUSES

Excused Absences

A student's absence shall be excused for 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 during school hours 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 not to exceed four hours per semester
 - e. Attendance at an employment conference

Students

- f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization
- 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 his/her 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)

- ~~9.~~10. Participation in religious exercises or to receive moral and religious instruction in accordance with district policy (Education Code 46014)

- a. In such instances, the student shall attend at least the minimum school day.
- b. The student shall be excused 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, or email 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:
 - 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. Any other reasonable method which establishes the fact that the student was actually absent for the reasons stated. A written recording shall be made, including information outlines above.~~
- 5.4. 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 contact a medical office to confirm the time of the appointment.
 - b. When a student has absences in excess of 10% of the total number of days enrolled for the current school year due to illness and verified by methods listed in #1-4 above, any further absences for illness shall be verified by a physician.



Educational Services

Holly Edds, Assistant Superintendent
hedds@orcutt-schools.net

TO: Bob Bush, Superintendent

FROM: Holly Edds
Assistant Superintendent, Educational Services

BOARD MEETING DATE: May 9, 2012

BOARD AGENDA ITEM: Administrative Regulation 6173.1
EDUCATION FOR FOSTER YOUTH

BACKGROUND: Regulation updated to reflect new law (AB 709) which aligns Health and Safety Code with Education Code provisions requiring districts to immediately enroll foster youth even if immunization records normally required for enrollment are not available, and to subsequently work to obtain these records. Regulation also reflects new law (SB 578) which requires districts to accept coursework satisfactorily completed by a student in foster care while attending another school and to award full or partial credit for such coursework as specified.

Instruction

AR 6173.1(a)

EDUCATION FOR FOSTER YOUTH

Definitions

Foster youth means a child who has been ~~subject to one of the following:~~ (Education Code 48853.5)

1. Has been removed from his/her home pursuant to Welfare and Institutions Code 309 (~~investigation and release of child~~),
2. Is the subject of a petition filed under Welfare and Institutions Code 300 (~~jurisdiction of juvenile court~~) or 602 (~~minors ward of court, violating law~~), or
3. Has been removed from his/her home and is the subject of a petition filed under Welfare and Institutions Code 300 or 602 (Education Code 48853.5)

Person holding the right to make educational decisions means a responsible adult appointed by a court pursuant to Welfare and Institutions Code 361 or 727.

School of origin means the school that the foster youth attended when permanently housed or the school in which the student was last enrolled. If the school the foster youth attended when permanently housed is different from the school in which he/she was last enrolled, or if there is some other school that the foster youth attended within the preceding 15 months and with which the youth is connected, the ~~district~~ liaison shall, in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the youth, determine, in the best interest of the foster youth, the school of origin. (Education Code 48853.5)

Best interests means that, in making educational and school a-placement decisions for a foster youth, consideration is given to, among other factors, educational stability the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress, and the foster youth's access to academic resources, services, and extracurricular and enrichment activities that are available to district students. (Education Code 48850, 48853)

District Liaison

The Superintendent or designee designates the following position as the district liaison for foster youth: (Education Code 48853.5)

Director of Pupil Services
500 Dyer Street
Orcutt, CA 93455
(805) 938-8960

(cf. 6173 - Education for Homeless Children)

Instruction

AR 6173.1(b)

The district's liaison for foster youth shall:

1. Ensure and facilitate the proper educational placement, enrollment in school, and checkout from school of students in foster care (Education Code 48853.5)

(cf. 1400 – Relations between Other Governmental Agencies and the Schools)
(cf. 5141.6 – Student Health and Social Services)

2. Ensure proper transfer of credits, records, and grades when students in foster care transfer from one school to another or from one district to another (Education Code 48853.5, 48853.5)

When a student in foster care is enrolling in a district school, the liaison shall contact the school last attended by the student to obtain all academic and other records, within two business days. When a foster youth is transferring to a new school, the liaison shall provide the student's records to the new school within two business days of receiving the new school's request. (Education Code 48853.5)

(cf. 5117 – Interdistrict Attendance)
(cf. 5125 - Student Records)
(cf. 6146.3 – Reciprocity of Academic Credit)

Enrollment

A foster youth placed in a licensed children's institution or foster family home shall attend programs operated by the district unless one of the following circumstances applies: (Education Code 48853, 48853.5)

1. The student has an individualized education program requiring placement in a nonpublic, nonsectarian school or agency or in another local educational agency.

(cf. 6159 - Individualized Education Program)
(cf. 6159.2 - Nonpublic Nonsectarian School and Agency Services for Special Education)

2. The parent/guardian or other person holding the right to make educational decisions for the student determines that it is in the best interest of the student to be placed in another educational program.

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

3. At the initial placement or any subsequent change in placement, the student exercises his/her right to continue in his/her school of origin as defined above

a. The student may continue in the school of origin for the duration of the court's jurisdiction or, if the court's jurisdiction is terminated prior to the end of a school year, then for remainder of the school year.

b. To provide the student the benefit of matriculating with his/her peers in accordance with the established feeder patterns of school districts, a student who is transitioning between school grade levels shall be allowed to continue in the district of origin in the same attendance area. A student who is transitioning to a middle school or high school shall be allowed to enroll in the school designated for matriculation in another school district.

The district liaison may, in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the youth, recommend that the youth's right to attend the school of origin be waived and he/she be enrolled in any school that students living in the attendance area in which the foster youth resides are eligible to attend. All decisions shall be made in accordance with the foster youth's best interest. (Education Code 48853.5)

Prior to making any recommendation to move a foster youth from his/her school of origin, the liaison shall provide the youth and the person holding the right to make educational decisions for the youth with a written explanation of the basis for the recommendation and how this recommendation serves the youth's best interests. (Education Code 48853.5)

The role of the liaison shall be advisory with respect to placement decisions and determination of the school of origin. (Education Code 48853.5)

If the liaison, in consultation with the foster youth and the person holding the right to make educational decisions for the foster youth, agree that the best interests of the youth would be served by his/her transfer to a school other than the school of origin, the principal or designee of the new school shall immediately enroll the foster youth. The youth shall be immediately enrolled even if he/she has:

1. Outstanding fees, fines, textbooks, or other items or monies due to the school last attended

(cf. 5125.2 – Withholding Grades, Diploma, or Transcripts)

2. Does not have or clothing normally required for enrollment by the school, such as school uniforms

(cf. 5132 – Dress and Grooming)

3. , or the youth Is unable to produce records normally required for enrollment, such as academic records, proof of residency, and medical records, including, but not limited to, immunization records or other documentation. (Education Code 48853.5)

(cf. 5125.2 – Withholding Grades, Diploma, or Transcripts)

(cf. 5132 – Dress and Grooming)
(cf. 5141.26 – Tuberculosis Testing)
(cf. 5141.31 – Immunizations)
(cf. 5141.32 – Health Screening for School Entry)

~~The liaison shall within two business days of enrollment contact the school last attended by the student to obtain all academic and other records. Upon receiving a request from a new school, the liaison for the school last attended shall provide all records within two business days of receiving the request. (Education Code 48853.5)~~

If a person with the right to make educational decisions for a foster youth or the foster youth disagrees with the liaison's enrollment recommendation, he/she may appeal to the Superintendent. The Superintendent shall make a determination within 30 days of receipt of the appeal. Within 30 days of receipt the Superintendent's decision, the parent/guardian or foster youth may appeal that decision to the Board. The Board shall consider the issue at its next regularly scheduled meeting. The Board's decision shall be final.

(cf. 9320 – Meetings and Notices)

If any dispute arises regarding the request of a foster youth to remain in the school of origin, the youth has the right to remain in the school of origin pending resolution of the dispute. (Education Code 48853.5)

(cf. 1312.3 – Uniform Complaint Procedures)

The district shall not be responsible for providing transportation to and from the school of origin.

Transfer of Coursework and Applicability of Graduation Requirements

When a foster youth transfers into a district school, the district shall accept and issue full credit for any coursework that the foster youth has satisfactorily completed while attending another public school, a juvenile court school, or a nonpublic nonsectarian school or agency and shall not require the foster youth to retake the course. (Education Code 51225.2)

If the foster youth did not complete the entire course, he/she shall be issued partial credit for the coursework completed and shall be required to take the portion of the course that he/she did not complete at his/her previous school. However, the district may require the foster youth to retake the portion of the course completed if, in consultation with the holder of educational rights for the foster youth, the district finds that the foster youth is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued to a foster youth in any particular course, he/she shall be enrolled in the same or equivalent course, if applicable, so that he/she may continue and complete the entire course. (Education Code 51225.2)

In no event shall the district prevent a foster youth from taking or retaking a course to meet the eligibility requirements for admission to the California State University or the University of California. (Education Code 51225.2)

When a foster youth in grade 11 or 12 transfers into the district from another school district or transfers between high schools within the district, he/she shall be exempted from all coursework and other graduation requirements adopted by the Board that are in addition to the statewide coursework requirements specified in Education Code 51225.3 and the high school exit examination, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school while he/she remains in foster care. (Education Code 51225.3, 60851)

The Superintendent or designee shall notify any student who is granted an exemption and, as appropriate, the person holding the right to make educational decisions for the student if any of the requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges. (Education Code 51225.3)

(cf. 6146.1 – High School Graduation Requirements)
(cf. 6162.52 – High School Exit Examinations)

Grades/Credits

Grades for a student in foster care shall not be lowered if the student is absent from school due to either of the following circumstances: (Education Code 49069.5)

1. A decision by a court or placement agency to change the student's placement, in which case the student's grade and credits shall be calculated as of the date he/she left school
2. A verified court appearance or related court-ordered activity

(cf. 5121 – Grades/Evaluation of Student Achievement)

Eligibility for Extracurricular Activities

A foster youth who changes residences pursuant to a court order or decision of a child welfare worker shall be immediately deemed to meet all residency requirements for participation in interscholastic sports or other extracurricular activities. (Education Code 48850)

(cf. 6145 – Extracurricular and Cocurricular Activities)
(cf. 6145.2 – Athletic Competition)

Regulation Approved: ~~4/13/2011~~ 05/09/2012 ORCUTT UNION SCHOOL DISTRICT
Orcutt, California



Educational Services

Holly Edds, Assistant Superintendent
hedds@orcutt-schools.net

TO: Bob Bush, Superintendent

FROM: Holly Edds
Assistant Superintendent, Educational Services

BOARD MEETING DATE: May 9, 2012

BOARD AGENDA ITEM: Administrative Regulation 0450
COMPREHENSIVE SAFETY PLAN

BACKGROUND: Policy updated to reflect new law (AB 680) which authorizes district administrators rather than school site councils to develop those portions of the comprehensive safety plan that include tactical responses to criminal incidents on school sites that may result in death or serious bodily injury and allows boards to prohibit public disclosure of those strategies. Policy also clarifies that the requirement to annually update the comprehensive safety plan applies to districts selecting either Option 1 (school site plans) or Option 2 (district wide plan – only for districts with less than 2,500 ADA).

Philosophy, Goals, Objectives and Comprehensive Plans

COMPREHENSIVE SAFETY PLAN

The Board of Trustees recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that teaches strategies for violence prevention and emphasizes high expectations for student conduct, responsible behavior, and respect for others.

(cf. 0410 – Nondiscrimination in District Programs and Activities)
(cf. 1312.3 – Uniform Complaint Procedures)
(cf. 3515 – Campus Security)
(cf. 3515.2 – Disruptions)
(cf. 3515.3 – District Police/Security Department)
(cf. 5131 - Conduct)
(cf. 5131.4 – Student Disturbances)
(cf. 5131.7 – Weapons and Dangerous Instruments)
(cf. 5136 – Gangs)
(cf. 5137 – Positive School Climate)
(cf. 5138 – Conflict Resolution/Peer Mediation)
(cf. 5144 – Discipline)
(cf. 5144.1 – Suspension and Expulsion/Due Process)
(cf. 5144.2 – Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 5145.3 – Nondiscrimination/Harassment)
(cf. 5145.7 – Sexual Harassment)
(cf. 5145.9 – Hate-Motivated Behavior)

The school site council at each district school shall write and develop a comprehensive school safety plan relevant to the needs and resources of that particular school. **New school campuses shall develop a safety plan within one year of initiating operations.** (Education Code 32281, 32286)

(cf. 0420 - School Plans/Site Councils)
(cf. 1220 - Citizen Advisory Committees)

The school safety plan shall take into account the school's staffing, available resources and building design, as well as other factors unique to the site.

Each school shall ~~review and update its safety plan by March 1 of each year. New school campuses shall develop a safety plan within one year of initiating operations.~~ (Education Code 32286) **forward its comprehensive safety plan to the Board for approval. (Education Code 32288).**

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

The comprehensive safety plan(s) shall be reviewed and updated by March 1 of each year. (Education Code 32286)

Each school shall forward the safety plan to the Board for approval. (Education Code 32288)
The Board shall review the comprehensive safety plan(s) in order to ensure compliance with state law, Board policy, and administrative regulation and shall approve the plan(s) at a regularly

scheduled meeting.

(cf. 0500 – Accountability)

(cf. 9320 – Meetings and Notices)

By October 15 of each year, the Superintendent or designee shall notify the California Department of Education of any schools that have not complied with the requirements of Education Code 32281. (Education Code 32288)

(cf. 1312.3 – Uniform Complaint Procedures)

Tactical Response Plan

Notwithstanding the process described above, any portion of a comprehensive safety plan that includes tactical responses to criminal incidents that may result in death or serious bodily injury at the school site, including steps to be taken to safeguard students and staff, secure the affected school premises, and apprehend the criminal perpetrator(s), shall be developed by district administrators in accordance with Education Code 32281. In developing such strategies, district administrators shall consult with law enforcement officials and with a representative of an employee bargaining unit, if he/she chooses to participate.

When reviewing the tactical response plan, the Board may meet in closed session to confer with law enforcement officials, provided that any vote to approve the tactical response plan is announced in open session following the closed session. (Education Code 32281)

(cf. 4119.23/4219/4319.23 – Unauthorized Release of Confidential/Privileged Information)

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

(cf. 9321 – Closed Session Purposes and Agendas)

(cf. 9321.1 – Closed Session Actions and Reports)

Public Access to Safety Plan(s)

The Superintendent or designee shall ensure that an updated file of all safety-related plans and materials is readily available for inspection by the public. (Education Code 32282)

(cf. 1340 - Access to District Records)

However, those portions of the comprehensive safety plan that include tactical responses to criminal incidents shall not be publicly disclosed.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of sex discrimination

32260-32262 Interagency School Safety Demonstration Act of 1985

32270 School safety cadre

32280-32289 School safety plans

32290 Safety devices

35147 School site councils and advisory committees

35183 School dress code; uniforms

35291 Rules

35291.5 School-adopted discipline rules

35294.10-35294.15 School Safety and Violence Prevention Act

35294.20-35294.25 Double Your Cash program
 41510-41514 School Safety Consolidated Competitive Grant
 48900-48927 Suspension and expulsion
 48950 Speech and other communication
 49079 Notification to teacher; student act constituting grounds for suspension or expulsion
 67381 Violent crime
 PENAL CODE
 422.55 Definition of hate crime
 626.8 Disruptions
 11164-11174.3 Child Abuse and Neglect Reporting Act
 CALIFORNIA CONSTITUTION
 Article 1, Section 28(c) Right to Safe Schools
 CODE OF REGULATIONS, TITLE 5
 11987-11987.7 School Community Violence Prevention Program requirements
 11992-11993 Definition, persistently dangerous schools
 UNITED STATES CODE, TITLE 20
 7101-7165 Safe and Drug Free Schools and Communities, especially:
 7114 Application for local educational agencies
 7912 Transfers from persistently dangerous schools
 UNITED STATES CODE, TITLE 42
 12101-12213 Americans with Disabilities Act
Management Resources:
 CSBA PUBLICATIONS
 911! A Manual for Schools and the Media During a Campus Crisis, 2001
 Protecting Our Schools: Governing Board Strategies to Combat School Violence, 1999
 Safe Schools: Strategies for Governing Boards to Ensure Student Success, Third Edition, October 2011
 Community Schools: Partnerships Supporting Students, Families and Communities, Policy Brief, October 2010
 Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2010
 Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010
 CDE PUBLICATIONS
 Safe Schools: A Planning Guide for Action, 2002
 U.S. DEPARTMENT OF EDUCATION PUBLICATIONS
 Practical Information on Crisis Planning: A Guide for Schools and Communities, May 2003/January 2007
 Early Warning, Timely Response: A Guide to Safe Schools, August 1998
 U.S. SECRET SERVICE AND U.S. DEPARTMENT OF EDUCATION PUBLICATIONS
 Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates, 2002
 WEB SITES
 CSBA: <http://www.csba.org>
 American Red Cross: <http://www.redcross.org>
 California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/lr/ss>
 California Office of Emergency Services: <http://www.oes.ca.gov>
 California Emergency Management Agency: <http://www.calema.ca.gov>
 California Healthy Kids Survey: <http://chks.wested.org>
 California Seismic Safety Commission: <http://www.seismic.ca.gov>
 Centers for Disease Control and Prevention: <http://www.cdc.gov/ViolencePrevention>
 Federal Bureau of Investigation: <http://www.fbi.gov>
 National Alliance for Safe Schools: <http://www.safeschools.org>
 National Center for Crisis Management: <http://www.schoolcrisisresponse.com>
 National School Safety Center: <http://www.nssc1.org>
 U.S. Department of Education, Safe Schools: <http://www.ed.gov/about/offices/list/osep/osep/gtss.html>
 U.S. Secret Services, National Threat Assessment Center: http://www.secretservice.gov/ntac_ssi.shtml

Adopted: ~~11/8/06~~ 05/09/2012

ORCUTT UNION SCHOOL DISTRICT
 Orcutt, California