

LATROBE SCHOOL DISTRICT BOARD OF TRUSTEES

Tuesday, March 15, 2022

REGULAR MEETING MINUTES

Board Members Present: Janet Saitman, Geene Alhady, Scot Yarnell

Board Member Absent: None

District Office Staff Present: Dave Scroggins, Superintendent; Jennifer Fusano, Chief Fiscal Officer; Tracy Pearson, District Secretary

Others: Sarah Milton

CALL TO ORDER

The regular meeting of the Latrobe School District Board of Trustees was called to order at 6:00pm by Janet Saitman at the Miller's Hill School library, 7900 South Shingle Road, Latrobe, CA, 95682. Janet Saitman led the flag salute.

APPROVAL OF AGENDA AND MINUTES

Agenda - It was motioned by Geene Alhady, seconded by Scot Yarnell to approve the agenda of the March 15, 2022 regular board meeting.

Motion passed: 3-0

Minutes - It was motioned by Geene Alhady, seconded by Scot Yarnell to approve the following minutes:

- February 15, 2022 – regular board meeting
- February 24, 2022 – special study session

Motion passed: 3-0

PUBLIC COMMENTS

There were no comments from the public.

APPROVAL OF DISTRICT WARRANTS

It was motioned by Geene Alhady, seconded by Scot Yarnell to approve the district warrants report for the period of February 10 – March 8, 2022.

Motion passed: 3-0

CONSENT AGENDA

It was motioned by Scot Yarnell, seconded by Geene Alhady to approve the Consent Agenda, including the following items:

- Accept gift of \$11,925 from Benevity in association with the PC Pals volunteer matching program.
- Accept contract with Michelle Hanson, CPA for 2021-22 auditing services not to exceed \$11,000. This will be the final year of the allowable six-year span for which the District may use the same auditor.

- Accept Agreement for Legal Services, including rate chart, with Fagen, Friedman & Fulfroft, LLP, effective December 20, 2021.
- Vote for sole candidate, incumbent Misty diVittorio for the CSBA Delegate Assembly Subregion 6-C position. Two-year term runs April 1, 2022 – March 31, 2024. Ballots must be post-marked by today (3/15/22).

Motion passed: 3-0.

ACTION/DISCUSSION ITEMS

2021-22 Individual Services Agreement (ISA) with It Takes the Village

It was motioned by Geene Alhady, seconded by Scot Yarnell to accept the contract with It Takes the Village to provide occupational therapy services for one student as required by their IEP.

Motion passed: 3-0.

2022 Comprehensive School Safety Plan (CSSP)

It was motioned by Scot Yarnell, seconded by Geene Alhady to approve the 2022 CSSP. Pursuant to EC 32281, districts are required to update the safety plan by March 1 each year. Latrobe's CSSP was updated by the Safety Committee on March 1, 2022 and has been posted to our website.

Motion passed: 3-0.

2021-22 Second Interim Budget

It was motioned by Geene Alhady, seconded by Scot Yarnell to accept the 2021-22 Second Interim as presented by Jennifer Fusano, CFO.

Motion passed: 3-0.

2021-22 Superintendent Salary Increase and Off-Schedule Payment

It was motioned by Scott Yarnell, seconded by Geene Alhady to approve the following increases to the Superintendent salary:

- 4% increase to the Superintendent/Principal's contract, effective July 1, 2021.
- 2% one-time payment, calculated prior to the 4% increase.

Motion passed: 3-0.

Update: Architectural Pool

On January 27, 2022 the District sent out an RFPQ for architectural services for the purpose of establishing an architect pool for future construction projects that may be identified through our Facilities Master Planning process. Of the three firms that were invited, two submitted proposals that were deemed acceptable by staff and will constitute the architect pool moving forward:

- 1) CA+SA Studio, submitted by Trent Sommers, Principal Architect,
- 2) RGA (Rainforth Grau & Associates), submitted by Jeffrey Grau, Principal Architect.

No action required.

BOARD POLICIES/ADMINISTRATIVE REGULATIONS

There were no policies for review.

INFORMATION/CORRESPONDENCE

There was no correspondence for review.

BOARD MEMBER REPORTS

- Janet and Scot attended the EDCSBA awards dinner last night
- Janet attended a First5 meeting on Zoom. The hubs now have a website: www.eldoradocommunityhubs.com.

SUPERINTENDENT’S REPORT

Dave Scroggins presented information to the Board including:

- 2021-22 Enrollment: 159 students (60 LES; 99 MH).
- Masks are now optional in school and on buses. Weekly COVID testing for unvaccinated staff is still required but may change soon.
- Boys volleyball is going on now.
- We are mid-way through the StemScopes science curriculum pilot. Teachers are comparing it with TWIG which was piloted in the fall, and deciding if we need to go out for a 3rd pilot in the fall.
- MH Water – irrigation lines being replaced, Fort Bragg quote came in lower than expected. Hopefully work can be completed over spring break.
- BBQ Bash for Families and Staff was awesome. There was a spirit of unity, community-building.
- No updates as of yet on Governor Newsom’s COVID vaccination mandate for schools. Senator Pan is still lobbying for no exemptions to any requirement.

CLOSED SESSION

There were no items for Closed Session.

ADJOURNMENT

There being no further business the regular meeting was adjourned at 6:38 p.m.

Next regular meeting: Tuesday, April 19, 2022 at 6:00 p.m.

Copies of all reports, contract, agreements, and resolutions are made a part of these minutes as if contained fully herein. All documents are available in the district office.

Adopted:

Janet Saitman, President of the Board

Date

0028

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD RESC Y OBJT	ABA num GOAL FUNC LC1	Account num LOC2 L3 SCH T9MPS	EE ES Liq Amt	E-Term Net Amount	E-ExtRef
101191/00	ALHADY, GEENE 281 Brandy Oak Ct Folsom, CA 95630		000000000						
	PV-220212 03/28/2022	BOARD MEDICAL REIMB/APRIL		01-0000-0-3902-0000-7100-000-0000-00-100	NN			352.74	
		TOTAL PAYMENT AMOUNT						352.74 *	352.74
100907/00	ANDY'S MOBILE REPAIR 2233 ROOKERY PLACE EL DORADO HILLS, CA 95762		563570226						
225001 PO-220001	03/28/2022	SMALL ENGINE REPAIRS		1 01-8150-0-5806-0000-8110-000-0000-00-001	NY P		228.37		228.37
225001 PO-220001	03/28/2022	SMALL ENGINE REPAIRS		2 01-8150-0-5806-0000-8110-000-0000-00-002	NY P		228.38		228.38
		TOTAL PAYMENT AMOUNT						456.75 *	456.75
081696/00	AT&T P.O. BOX 5075 CAROL STREAM, IL 60197-5075		000000000						
225006 PO-220006	03/28/2022	ENCUMBRANCE CHANGE		1 01-0000-0-5901-0000-2700-000-0000-00-100	NN C		10.77		0.00
225006 PO-220006	03/28/2022	ENCUMBRANCE CHANGE		1 01-0000-0-5901-0000-2700-000-0000-00-100	NN O		-150.00		0.00
225006 PO-220006	03/28/2022	ENCUMBRANCE CHANGE		2 01-0000-0-5901-0000-2700-000-0000-00-001	NN C		10.77		0.00
225006 PO-220006	03/28/2022	ENCUMBRANCE CHANGE		2 01-0000-0-5901-0000-2700-000-0000-00-001	NN O		-150.00		0.00
225006 PO-220006	03/28/2022	ENCUMBRANCE CHANGE		3 01-0000-0-5901-0000-2700-000-0000-00-002	NN O		-150.00		0.00
225006 PO-220006	03/28/2022	ENCUMBRANCE CHANGE		3 01-0000-0-5901-0000-2700-000-0000-00-002	NN C		10.77		0.00
225006 PO-220006	03/28/2022	ACCT.0518903091001/LONG DIST		1 01-0000-0-5901-0000-2700-000-0000-00-100	NN P		43.61		43.61
225006 PO-220006	03/28/2022	ACCT.0518903091001/LONG DIST		2 01-0000-0-5901-0000-2700-000-0000-00-001	NN P		43.60		43.60
225006 PO-220006	03/28/2022	ACCT.0518903091001/LONG DIST		3 01-0000-0-5901-0000-2700-000-0000-00-002	NN P		43.60		43.60
		TOTAL PAYMENT AMOUNT						130.81 *	130.81
100839/00	AT&T PO BOX 9011 CAROL STREAM, IL 60197-9011								
225004 PO-220004	03/30/2022	BAN9391015285/PHONE SERVICE		1 01-0000-0-5901-0000-2700-000-0000-00-100	NN P		2.42		2.42
225004 PO-220004	03/30/2022	BAN9391015285/PHONE SERVICE		2 01-0000-0-5901-0000-2700-000-0000-00-002	NN P		2.43		2.43
225004 PO-220004	03/30/2022	BAN9391015285/PHONE SERVICE		3 01-0000-0-5901-0000-2700-000-0000-00-001	NN P		2.43		2.43
225004 PO-220004	03/30/2022	BAN9391040077/PHONE SERVICE		2 01-0000-0-5901-0000-2700-000-0000-00-002	NN P		0.15		0.15
225004 PO-220004	03/30/2022	BAN9391040077/PHONE SERVICE		1 01-0000-0-5901-0000-2700-000-0000-00-100	NN P		0.16		0.16
225004 PO-220004	03/30/2022	BAN9391040077/PHONE SERVICE		3 01-0000-0-5901-0000-2700-000-0000-00-001	NN P		0.15		0.15
225004 PO-220004	03/30/2022	BAN9391007284/PHONE SERVICE		1 01-0000-0-5901-0000-2700-000-0000-00-100	NN P		58.99		58.99
225004 PO-220004	03/30/2022	BAN9391007284/PHONE SERVICE		2 01-0000-0-5901-0000-2700-000-0000-00-002	NN P		58.96		58.96
225004 PO-220004	03/30/2022	BAN9391007284/PHONE SERVICE		3 01-0000-0-5901-0000-2700-000-0000-00-001	NN P		58.96		58.96
225004 PO-220004	03/30/2022	BAN9391047287/PHONE SEVICES		1 01-0000-0-5901-0000-2700-000-0000-00-100	NN P		21.51		21.51

Item 5

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	EE	ES	E-Term	E-ExtRef
Req Reference	Date			FD RESC Y	GOAL FUNC LC1	LOC2 L3 SCH T9MPS	Liq	Amt	Net	Amount

100839 (CONTINUED)

225004	PO-220004	03/30/2022	BAN9391047287/PHONE	SEVICES	2	01-0000-0-5901-0000-2700-000-0000-00-002	NN	P		21.49	21.49
225004	PO-220004	03/30/2022	BAN9391047287/PHONE	SEVICES	3	01-0000-0-5901-0000-2700-000-0000-00-001	NN	P		21.49	21.49
										TOTAL PAYMENT AMOUNT	249.14 *

100776/00 AT&T MOBILITY
P.O. BOX 6463
CAROL STREAM, IL 60197-6463

225005	PO-220005	03/30/2022	ACCT.287252191647/CELL	PHONES	1	01-0000-0-5901-0000-2700-000-0000-00-100	NN	P		221.28	221.28
										TOTAL PAYMENT AMOUNT	221.28 *

100062/00 BANK OF AMERICA
BUSINESS CARD
P.O. BOX 15796
WILMINGTON, DE 19886-5796

PV-220216	03/28/2022	Stu Supp/Sam's club	01-0000-0-4300-0000-7100-000-0000-00-100	NN						408.75	
PV-220216	03/28/2022	Spotify/Spotify	01-0000-0-4300-1110-1000-000-0000-00-002	NN						9.99	
PV-220216	03/28/2022	Propane Event/Chevron	01-0000-0-4300-0000-7100-000-0000-00-100	NN						128.68	
PV-220216	03/28/2022	Office Supp/Dlx Small Bus	01-0000-0-4300-0000-2700-000-0000-00-100	NN						214.77	
PV-220216	03/28/2022	Class Subscrip/VocabClass	01-9012-0-4300-1110-1000-031-0000-00-002	NN						84.99	
PV-220216	03/28/2022	Tech Supp/ebay	01-9012-0-4300-1110-1000-018-0000-00-002	NN						182.31	
PV-220216	03/28/2022	Piano Books/Alfred.com	01-9012-0-4300-1110-1000-014-0000-00-002	NN						257.06	
PV-220216	03/28/2022	IT Subscrip/Freshworks	01-0000-0-4300-0000-7100-000-0000-00-100	NN						384.00	
PV-220216	03/28/2022	Adobe Acrobat/Adobe	01-0000-0-4300-0000-7100-000-0000-00-100	NN						14.99	
PV-220216	03/28/2022	Staff Supp/Soudough	01-0000-0-4300-0000-2700-000-0000-00-100	ON						207.66	
										TOTAL PAYMENT AMOUNT	1,893.20 *

083043/00 HOME DEPOT CREDIT SERVICES
DEPT. 32-2540181868
P.O. BOX 78047
PHOENIZ, AZ 85062-8047

225023	PO-220023	03/28/2022	INV.3050110/MAINT	SUPPLIES	2	01-8150-0-4300-0000-8110-000-0000-00-002	NN	P		93.20	93.20
										TOTAL PAYMENT AMOUNT	93.20 *

008 LATROBE SCHOOL DISTRICT
MARCH 30, 2022

J74798

ACCOUNTS PAYABLE PRELIST
BATCH: 0028 MARCH 28, 2022

APY500 L.00.19 03/30/22 14:15 PAGE 3
<< Held for Audit >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef	
Req Reference	Date	Description	FD RESC Y OBJT GOAL FUNC LC1 LOC2 L3 SCH T9MPS	Liq Amt	Net Amount				
000232/00	PACIFIC GAS & ELECTRIC COMPANY PO BOX 997300 SACRAMENTO, CA 95899-7300								
225028	PO-220028	03/30/2022	ACCT.322376936-3/MH	1	01-0000-0-5540-0000-8200-000-0000-00-001	NN	P	14.69	14.69
225028	PO-220028	03/30/2022	ACCT.322376936-3/MH	2	01-0000-0-5540-0000-8200-000-0000-00-002	NN	P	9.13	9.13
TOTAL PAYMENT AMOUNT								23.82	23.82
100287/00	PINOTTI, JEAN 185 SPANISH STREET SUTTER CREEK, CA 95685								
	PV-220215	03/28/2022	MEDICAL REIMB-RETIREE/APR		01-0000-0-3901-0000-7100-000-0000-00-100	NN		450.27	450.27
TOTAL PAYMENT AMOUNT								450.27	450.27
100810/00	PLACERVILLE UNION SCHOOL DIST. 1032 THOMPSON WAY PLACERVILLE, CA 95667								
	PV-220217	03/28/2022	CBO SERVICES 1/1/22-3/31/22		01-0000-0-5810-0000-7300-000-0000-00-100	NN		21,222.59	21,222.59
	PV-220219	03/30/2022	REIMB BRFS FDS/INV.331639535		13-5310-0-4710-0000-3700-000-0000-00-001	NN		13.22	13.22
	PV-220219	03/30/2022	REIMB BRFS FDS/INV.331639535		13-5310-0-4710-0000-3700-000-0000-00-002	NN		13.22	13.22
TOTAL PAYMENT AMOUNT								21,249.03	21,249.03
100190/00	SAITMAN, JANET 4601 SUMMER CREEK COURT SHINGLE SPRINGS, CA 95682								
	PV-220213	03/28/2022	BOARD MEDICAL REIMB/APRIL		01-0000-0-3902-0000-7100-000-0000-00-100	NN		625.00	625.00
TOTAL PAYMENT AMOUNT								625.00	625.00
100260/00	SCHOOL SPECIALITY PO BOX 825640 PHILADELPHIA, PA 19182-5640								
	PV-220218	03/29/2022	PLAYGROUND BALLS		01-0000-0-4300-1110-1000-000-0000-00-002	NN		592.28	592.28
TOTAL PAYMENT AMOUNT								592.28	592.28

008 LATROBE SCHOOL DISTRICT
MARCH 30, 2022

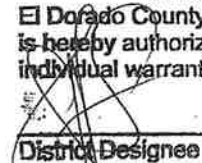
J74798

ACCOUNTS PAYABLE PRELIST
BATCH: 0028 MARCH 28, 2022

APY500 L.00.19 03/30/22 14:15 PAGE 4
<< Held for Audit >>

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD RESC Y OBJT	ABA num GOAL FUNC LC1	Account num LOC2 L3 SCH T9MPS	EE Liq Amt	ES E-Term Net Amount	E-ExtRef
100420/00	SERVICES GROUP- DEPT LA 25110 PASADENA, CA	KAMPS PROPANE 91185-5110	000000000						
225026	PO-220026	03/28/2022 ENCUMBRANCE CHANGE		1	01-0000-0-5530-0000-8200-000-0000-00-001	NN O	-600.00	0.00	
225026	PO-220026	03/28/2022 ENCUMBRANCE CHANGE		1	01-0000-0-5530-0000-8200-000-0000-00-001	NN C	114.40	0.00	
225026	PO-220026	03/28/2022 INV.33904/PROPANE-LES		1	01-0000-0-5530-0000-8200-000-0000-00-001	NN P	414.02	414.02	
TOTAL PAYMENT AMOUNT							414.02 *	414.02	
101159/00	YARNELL, JAMES SCOT 1541 SHADOW HAWK DRIVE SHINGLE SPRINGS, CA	95682	574180873						
	PV-220214	03/28/2022 BOARD MEDICAL REIMB/APRIL			01-0000-0-3902-0000-7100-000-0000-00-100	NN		462.50	
TOTAL PAYMENT AMOUNT							462.50 *	462.50	
TOTAL BATCH PAYMENT						27,214.04 ***	0.00	27,214.04	
TOTAL DISTRICT PAYMENT						27,214.04 ****	0.00	27,214.04	
TOTAL FOR ALL DISTRICTS:						27,214.04 ****	0.00	27,214.04	
Number of checks to be printed:					14, not counting voids due to stub overflows.			27,214.04	

Pursuant to Latrobe School District policy, the
El Dorado County Superintendent of Schools
is hereby authorized and directed to issue
individual warrants to the payees named hereon.


District Designee

3/30/22
Date

Quarterly Report on Williams Uniform Complaints
 [Education Code § 35186]
2022

To: Dr. Ed Manansala, Superintendent of Schools

District: Latrobe

Person completing this form: Tracy Pearson Title: District Sec'y

Quarterly Report Submission Date: January 2022
 (Check one) April 2022
 July 2022
 October 2022

Date for information to be reported publicly at governing board meeting: 4/19/22

Please check the box that applies:

- No complaints were filed with any school in the district during the quarter indicated above.
- Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

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

Signature of District Superintendent

Date 6.A.

Latrobe School District

Superintendent/Principal
Dave Scroggins

Board Members
Gene Alhady
Janet Saitman
Scot Yarnell

March 29, 2022

Mark and Helen Wynne
2390 Talon Drive
Shingle Springs, CA 95682

Dear Mark and Helen,

On behalf of our Latrobe School District Board of Trustees and the entire staff, I want to thank you for your very generous electric keyboard donation. I am confident that it will receive many hours of use in our music classes, student performances, and other musical assemblies. Thanks for thinking of us. Your generosity and continued support are appreciated by all.

Sincerely,



Dave Scroggins
Superintendent/Principal

Cc: Latrobe School District Board of Trustees

G.B.

Latrobe School District

Superintendent/Principal
Dave Scroggins

Board Members
Gene Alhady
Janet Saitman
Scot Yarnell

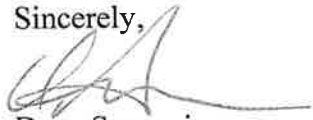
March 29, 2022

Lena and Grant Williamson
3784 Cattle Drive
Shingle Springs, CA 95682

Dear Lena and Grant,

On behalf of our Latrobe School District Board of Trustees, I want to thank you for your very generous picnic table donation. It is a perfect size for the young students at Latrobe Elementary. Not a day goes by that I don't see students sitting there, talking and playing with their friends. Thanks for thinking of us. Your ongoing support of our district are appreciated by all.

Sincerely,



Dave Scroggins
Superintendent/Principal

Cc: Latrobe School District Board of Trustees

6.C.

Latrobe School District

Superintendent/Principal
Dave Scroggins

Board Members
Gene Alhady
Janet Saitman
Scot Yarnell

March 29, 2022

Patty and Karl Knoblauch
PO Box 1192
Ione, CA 95640

Dear Patty and Karl,

On behalf of our Latrobe School District Board of Trustees and the entire staff, I want to thank you for donating your grill to us. As you know, we've already put it to good use during our BBQ Bash on March 11th, and I'm looking forward to grilling many more hot dogs and hamburgers for our staff and students in the months to come. We'll be sure to invite you to join us the next time we fire it up and the first hamburger is all yours. Thanks for thinking of us. Your generosity and continued support are appreciated by all.

Sincerely,



Dave Scroggins
Superintendent/Principal

Cc: Latrobe School District Board of Trustees

6.D.

Latrobe School District

BOARD RESOLUTION #22-01

**AUTHORIZING FILING OF APPLICATION(S) FOR THE CALIFORNIA
PRESCHOOL, TRANSITIONAL KINDERGARTEN AND FULL-DAY
KINDERGARTEN FACILITY GRANT PROGRAM**

WHEREAS, the Latrobe School District is applying to the State Allocation Board for approval of California Preschool, Transitional Kindergarten and Full-Day Kindergarten Facility project(s);

NOW THEREFORE BE IT RESOLVED, by the Governing Board of Education for the Latrobe School District:

That, contingent upon receipt of funds from the California Preschool, Transitional Kindergarten and Full-Day Kindergarten Facility Grant Program, the District will provide full-day instruction for the applicable program(s) (Preschool, Transitional Kindergarten and/or Full-Day Kindergarten) at the following site(s), **Latrobe Elementary School**, pursuant to Assembly Bill 130, Education Code 8972 and 8973;

That, with the receipt of funds from the California Preschool, Transitional Kindergarten and Full-Day Kindergarten Facility Grant Program, the District will continue to provide full-day instruction for the applicable program(s) (Preschool, Transitional Kindergarten and/or Full-Day Kindergarten) at the following site(s), **Latrobe Elementary School**, pursuant to Assembly Bill 130, Education Code 8972 and 8973;

PASSED AND ADOPTED this 19th day of April, 2022, at a regular meeting of the Latrobe School District Board of Trustees by the following vote, to witness:

AYES: _____

ABSENT: _____

NOES: _____

Janet Saitman, President of the Board

Date

ATTEST: _____

Meeting Date: April 19, 2022

Action/Discussion: Action

Title: Approval of Resolution #22-01 authorizing filing of application(s) for Preschool, Transitional Kindergarten and Full-Day Kindergarten Facility Grant Program.

Background Information/Description:

In anticipation of filing of applications for the Preschool, Transitional Kindergarten and Full-Day Kindergarten Facility Grant Program staff has identified the recommended site(s) where the District will provide full-day instruction for the applicable program(s) (Preschool, Transitional Kindergarten and/or Full-Day Kindergarten).

The Full-Day Kindergarten Program was established by Assembly Bill 1808, the Education Finance: Education Omnibus Trailer Bill, and was approved by the Governor and chaptered June 27, 2018. The General Fund appropriated \$100,000,000 in one-time grants for the construction of new classrooms or the retrofit of existing facilities for the purpose of providing full-day kindergarten instruction. These funds were apportioned for applications received during the First Filing Round, January 2, 2019 – January 31, 2019, and the Second Filing Round, May 1, 2019 – May 30, 2019.

The Program was expanded by Assembly Bill 130, the Education Finance: Education Omnibus Trailer Bill, and was approved by the Governor and chaptered July 9, 2021. The expanded program includes the addition of California Preschool and Transitional Kindergarten funding eligibility. The General Fund appropriated \$490,000,000 in one-time grants for the construction of new classrooms or the retrofit of existing facilities for the purpose of providing California preschool, transitional kindergarten or full-day kindergarten instruction.

Fiscal Impact: \$0

Staffing Impact: None

Latrobe School District

DRAFT

JOB TITLE: Instructional Assistant

BASIC FUNCTION

Under supervision assists certificated staff in classroom operations, instructs students individually and in small groups, performs clerical duties and related work as required.

ESSENTIAL JOB FUNCTIONS

- Maintains a high degree of confidentiality regarding student information.
- Conducts individual and/or small group instructional activities as directed.
- Under teachers' direction, uses positive behavior intervention techniques unique to the individual student.
- Assists with learning activities as directed.
- Assists with preparation of instructional materials and maintaining supplies.
- In accordance with established guidelines, uses teachers' methods as a pattern to individualize instruction by matching instruction to needs of each learner.
- Observes and records students' behavior and other significant data.
- Demonstrates use of teaching aids to students.
- Administers basic first aid as needed.
- Performs other related duties as required.

JOB REQUIREMENTS – QUALIFICATIONS

- Experience: Previous experience working with school-age children is desired.
- Education: High School diploma or equivalent is required; AA degree, 48 semester units, or passage of a State or Local Academic Assessment of knowledge and skills in assisting in instruction is required.
- Knowledge of: Proper English usage; general early childhood development; strategies to motivate children to become involved in activities; recordkeeping techniques; appropriate safety precautions and hygiene standards; basic needs and requirements of students in the assigned program or classroom.
- Ability to: Communicate with students and motivate them to participate in learning activities; learn and adapt new procedures and conditions; apply knowledge and practices with judgment; learn laws, rules, practices and procedures related to public education and related to the program to which assigned; keyboard or type at an acceptable rate; understand and carry out oral and written instructions; communicate effectively; assist students and/or staff in the use of computer hardware and software at the appropriate level in specified academic subjects; communicate effectively in oral and written form; understand and comply with district's rules and procedures; establish and maintain effective organization, community, student and staff relationships; maintain control and order using established classroom management techniques. *Significant physical abilities* include: lift, carry push, and pull moderately heavy objects; walk and stand for extended periods; bend stoop, reach, and grasp; visual ability including ability to see close, distance, color, peripheral, and depth.

Board approval: _____

7.0.

CSBA Policy Updates: December 2021 and March 2022
Selected BP/ARs for Latrobe School District
First Reading and Consideration for Adoption – April 19, 2022

1. Administrative Regulation 3515.6 - Criminal Background Check for Contractors

Regulation updated to reflect **NEW LAW (AB 130, 2021)** which requires any entity, including a sole proprietor, that has a contract with a district to ensure that employees who interact with students outside of the immediate supervision and control of the student's parent/guardian or school staff have a valid criminal records summary and to immediately provide any subsequent arrest and conviction information received pursuant to the subsequent arrest service. Regulation also updated to delete the list of service providers as the services in Items #1-5 are no longer listed in law and the services in Item #6 regarding the construction, reconstruction, rehabilitation, or repair of a school facility are considered in another portion of the regulation, delete material regarding an exception for employees with limited contact with students as it is no longer provided for in law, generalize information regarding steps that may be taken to protect the safety of students who may come in contact with employees of contracting entities, and rearrange placement of material for clarity and context.

2. Administrative Regulation 4217.3 - Layoff/Rehire **OPTION 2: classified employee length of service = date of hire (not hours)**

Regulation updated to add descriptions to the **OPTION** headings for the determination of "length of service" for order of layoff purposes, reflect **NEW LAW (AB 438, 2021)** which, for both merit and non-merit districts, specifies notice requirements and hearing rights districts must provide to permanent classified employees, as defined, who are subject to layoff due to lack of work or lack of funds, including that notice be given no later than March 15, and that classified staff may be reduced due to lack of work or lack of funds when the governing board determines during the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies that the district's local control funding formula apportionment per unit of average daily attendance for the fiscal year of the Budget Act has not increased by at least two percent. Regulation also updated to provide material regarding a permanent classified employee's request for a hearing, including a hearing before an administrative law judge in which the board makes the final decision regarding the sufficiency of the cause and disposition of the layoff, provide material regarding final notice before May 15 to employees affected by the layoff unless a continuance is granted, add material regarding notice to affected employees when classified positions are eliminated as a result of the expiration of a specifically funded program, and include that districts may release probationary classified employees without notice or hearing for reasons other than lack of work or lack of funds.

3. Administrative Regulation 6112 - School Day **Delete section on grades 9-12**

Regulation updated to reflect **NEW LAW (AB 131, 2021)** which exempts activities related to the Expanded Learning Opportunity program from the calculation of the maximum school day for kindergarten and transitional kindergarten. Regulation also updated to specify when the school day may begin for students in middle and high schools, and to move material to enhance clarity.

4. Board Policy 6170.1 - Transitional Kindergarten

Policy updated to reflect **NEW LAW (AB 130, 2021)** which (1) gradually revises the timespans for mandatory transitional kindergarten (TK) admittance such that, by the 2025-26 school year, children who turn four by September 1 will be eligible for TK, (2) establishes the California Prekindergarten Planning and Implementation Grant Program as an early learning initiative with the goal of expanding access to classroom-based prekindergarten programs at districts, including but not limited to TK programs, and which requires districts to develop a plan for how all children in the attendance area of the district will have access to full-day learning programs the year before kindergarten, (3) establishes the California Preschool, Transitional Kindergarten, and Full-Day Kindergarten Facilities Grant Program to provide one-time grants to school districts to construct new school facilities or retrofit existing school facilities including for the purpose of providing TK classrooms, (4) prohibits TK eligibility from impacting family eligibility for a preschool or childcare program, and (5) requires districts to maintain an average TK class enrollment of not more than 24 students for each school site and which, commencing with the 2022-23 school year, requires districts to maintain an average of at least one adult for every 12 students for TK classrooms and, contingent upon an appropriation of funding, maintain an average of at least one adult for every 10 students commencing with the 2023-24 school year. Policy also updated to reflect requirements for programs that commingle preschool-age and TK students.

5. Administrative Regulation 5111 - Admission

Regulation updated for consistency with **NEW LAW (AB 130, 2021)** which revises the timespans for transitional kindergarten (TK) admittance requirements to be phased in from the 2022-23 school year to the 2025-26 school year, as reflected in BP 6170.1 - Transitional Kindergarten.

6. Administrative Regulation 5113 - Absences and Excuses

Regulation updated to reflect **NEW LAW (SB 14, 2021)** which includes an absence for the benefit of a student's mental or behavioral health within an absence due to a student's illness, and **NEW LAW (AB 516, 2021)** which includes an absence for a student's participation in a cultural ceremony or event as an excused absence. Regulation also updated for clarification and alignment with law.

7. BP/AR 6173 - Education for Homeless Children **Fill in District Liaison contact info – Tracy Pearson**

Policy updated to reflect **NEW LAW (AB 27, 2021)** which requires districts to ensure that each school within the district identifies all homeless children and unaccompanied youths and to create a web page or post on the district website a list of district liaisons for homeless students, contact information for such liaisons, and specific information on homelessness, including information regarding the educational rights and resources available to persons experiencing homelessness. Policy also updated to reflect **AB 27** requirement for districts that receive American Rescue Plan Elementary and Secondary School Emergency Relief - Homeless Children and Youth funds to administer a housing questionnaire developed by the California Department of Education (CDE) to parents/guardians of all students and all unaccompanied youths and report to CDE the number of homeless children and unaccompanied youths enrolled in the district. In addition, policy updated to reflect **NEW LAW (SB 400, 2021)** which requires CDE to develop and implement a system to verify that districts are providing required training to district liaisons and other appropriate staff at least annually. Policy also updated for clarity and closer alignment with law.

Regulation updated to add email address to the district liaison's contact information since the California Department of Education (CDE) collects email addresses as part of the consolidated application process. Regulation also updated to reflect (1) **NEW LAW (SB 400, 2021)** which requires CDE to provide training materials to district liaisons for the purpose of providing required professional development and support to school personnel who provide services to homeless students; (2) CDE's recommendation regarding how dispute resolution information may be provided to parents/guardians or unaccompanied youth when the student involved is an English learner, including in the native language of the individual or through an interpreter; and (3) **NEW LAW (AB 27, 2021)** which requires districts to create a web page or post on the district website a list of district liaisons, contact information for such liaisons, and specific information on homelessness, including, but not limited to, information regarding the educational rights and resources available to persons experiencing homelessness.

CRIMINAL BACKGROUND CHECKS FOR CONTRACTORS

Except in an emergency or exceptional situation, such as when student health or safety is endangered or when repairs are needed to make school facilities safe and habitable, any entity contracting with the district for services that may require the entity's employees to interact with students, outside of the immediate supervision and control of parents/guardians or school staff, shall certify to the district that each of its employees who may interact with students has a valid criminal records summary as described in Education Code 44237 and that neither the entity nor any of those employees has been convicted of a violent or serious felony as defined in Education Code 45122.1. Such contracting entity shall also be required to immediately provide the district with any subsequent arrest and conviction information received pursuant to the subsequent arrest service. (Education Code 44237, 45125.1)

On a case-by-case basis, the Superintendent or designee may require any entity with which the district has a contract to comply with these same requirements. (Education Code 45125.1)

For an individual who is operating as the sole proprietor of an entity, the Superintendent or designee shall treat the individual as an employee of the entity and shall prepare and submit the individual's fingerprints to the Department of Justice (DOJ). (Education Code 45125.1)

Any contracting entity's employee who has been convicted of a violent or serious felony, as defined in Education Code 45122.1, shall not be permitted to interact with students unless a certificate of rehabilitation and pardon pursuant to Penal Code 4852.01-4852.22 has been submitted to the Superintendent or designee. (Education Code 45125.1)

The Superintendent or designee may determine that criminal background checks will not be required if the contract is for the construction, reconstruction, rehabilitation, or repair of a school facility and the contracting entity is providing services in an emergency or exceptional situation, or the district uses one or more of the following methods to ensure student safety: (Education Code 45125.2)

1. The installation of a physical barrier at the worksite to limit contact with students
2. Continual supervision and monitoring of all employees of the entity by an employee of the entity whom DOJ has ascertained has not been convicted of a violent or serious felony
3. Surveillance of employees of the entity by school personnel

The Superintendent or designee may take appropriate steps to protect the safety of any students who may come in contact with employee's of contracting entities, including, but not limited to, ensuring that the employee's of such entities perform work during nonschool hours, do not work alone when students are present, have

CRIMINAL BACKGROUND CHECKS FOR CONTRACTORS (continued)

limited access to school grounds, are provided with a visible means of identification, and/or that there are regular patrols or supervision of the site from district security or personnel.

(cf. 3515.3 - District Police/Security Department)

Legal Reference:

EDUCATION CODE

41302.5 School districts, definition

44237 Applicants for employment; fingerprints for purpose of criminal record summary

45122.1 Classified employees, conviction of a violent or serious felony

45125.1 Criminal background checks for contractors; criminal records summary

45125.2 Criminal background checks for construction

PENAL CODE

667.5 Prior prison terms, enhancement of prison terms

1192.7 Plea bargaining limitation

4852.01-4852.22 Procedure for restoration of rights and application for pardon

Management Resources:

WEB SITES

Department of Justice: <https://oag.ca.gov/fingerprints>

LAYOFF/REHIRE

Classified employees shall be subject to layoff for lack of work or lack of funds. (Education Code 45114, 45308)

A classified employee shall not be laid off if a short-term employee is retained to render a service that the classified employee is qualified to render. (Education Code 45117)

(cf. 4121 - Temporary/Substitute Personnel)

Order of Layoff Within a Classification/Determination of Seniority

Within each class, the order of layoff shall be determined by length of service. (Education Code 45114, 45308)

~~OPTION 1: (For districts with average daily attendance (ADA) under 400,000 that do not have an agreement with the exclusive representative of classified employees to determine length of service as employee's date of hire)~~

~~"Length of service" means all hours in paid status, whether during the school year, a holiday, recess, or during any period that school is in session or closed. However, length of service shall not include hours compensated solely on an overtime basis, as provided in Education Code 45128, and shall not include hours for any service performed prior to entering into probationary or permanent status except for service in a restricted position pursuant to Education Code 45105. (Education Code 45308)~~

~~The employee who has been employed the shortest time in the class, plus higher classes, shall be laid off first. (Education Code 45308)~~

~~For an employee who is a member of the Military Reserve or the National Guard, length of service credit shall be granted for military leave of absence, including voluntary or involuntary active duty during a period of national emergency or war. (Education Code 45297, 45308)~~

~~*(cf. 4161.5/4261.5/4361.5 - Military Leave)*~~

~~Length of service credit may be granted for time spent on unpaid illness or maternity leave, unpaid family care leave, or unpaid industrial accident leave. Length of service credit shall not be granted for other types of unpaid leaves. (Education Code 45308)~~

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

~~*(cf. 4261.1 - Personal Illness/Injury Leave)*~~

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

OPTION 2: (For districts with ADA under 400,000 that have an agreement with the exclusive representative of classified employees to determine length of service as employee's date of hire, and for districts with ADA over 400,000)

LAYOFF/REHIRE (continued)

Length of service shall be determined by the date of hire. The employee who has been employed the shortest time by the district shall be laid off first. (Education Code 45308)

For an employee in a "restricted position" under Education Code 45105 or 45259, the original date of employment in the restricted position shall be used to determine the length of service, provided the employee has completed six months of satisfactory service and has successfully passed the qualifying examination required for service in the class. (Education Code 45105)

(cf. 4200 - Classified Personnel)

Notice of Layoff and Hearing Rights

Whenever a permanent classified employee is to be laid off for lack of work or lack of funds, the Superintendent or designee shall, no later than March 15 and before the employee is given formal notice by the Governing Board, give to the employee written notice of the recommendation, the reasons that the employee's services will not be required for the ensuing year, any displacement rights, reemployment rights, and the employee's right to a hearing. The district shall adhere to the notice, hearing, and layoff procedures in Education Code 45117, Government Code 11503 and 11505, and other applicable provisions of law. (Education Code 45117)

An employee who is so notified may request a hearing to determine if there is cause for not reemploying the employee for the ensuing year. The request shall be in writing and shall be delivered to the person who sent notice to the employee, on or before March 15 but not less than seven days after the date the notice is served on the employee. Failure of an employee to request a hearing on or before the date specified shall constitute a waiver of the employee's right to a hearing. (Education Code 45117)

The Superintendent or designee shall serve an employee who timely requests a hearing with the District Statement of Reduction in Force documents. The employee has five calendar days from service of the District Statement of Reduction in Force documents to timely file a notice of participation with the district. The parties are entitled to discovery, if requested within 15 days of service of the District Statement of Reduction in Force documents. (Education Code 45117)

If a hearing is requested by a permanent classified employee, the proceeding shall be conducted and a decision made by an administrative law judge in accordance with Government Code 11500-11529. The Board shall make a final decision regarding the sufficiency of the cause and disposition of the layoff upon receipt of the administrative law judge's proposed decision. None of the findings, recommendations, or determinations in the proposed decision prepared by the administrative law judge shall be binding on the Board. (Education Code 45117)

LAYOFF/REHIRE (continued)

Following the Board's decision, the Superintendent or designee shall give final notice of termination to the affected employee(s) before May 15 unless a continuance was granted after a request for hearing was made, in which case such date may be extended by the number of days of the continuance. (Education Code 45117)

If during the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies, the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, and that it is therefore necessary to decrease the number of classified employees due to lack of work or lack of funds, the Board may issue a District Statement of Reduction in Force to those employees in accordance with a schedule of notice and hearing adopted by the Board, and layoff proceedings shall be carried out as required by law. (Education Code 45117)

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

When classified positions are eliminated as a result of the expiration of a specifically funded program, the district shall give written notice to the affected employee(s) not less than 60 days prior to the effective date of the layoff informing the employee(s) of the layoff date, any displacement rights, and employment rights. (Education Code 45117)

The district is not required to provide a layoff notice to any person hired as a short-term employee for a period not exceeding 60 days whose service may not be extended or renewed. (Education Code 45117)

Additionally, the district may release probationary classified employees without notice or hearing for reasons other than lack of work or lack of funds. (Education Code 45117)

Reemployment

Classified employees laid off because of lack of work or lack of funds shall be eligible for reemployment for a period of 39 months and shall be reemployed in preference to new applicants. Reemployment shall be in order of seniority. Persons so laid off also have the right to apply and establish their qualification for vacant promotional positions within the district during the 39-month period. (Education Code 45114, 45298, 45308)

When a vacancy occurs, the district shall give the employee with the most seniority an opportunity to accept or reject the position, by first calling the employee at the employee's last known telephone number to notify the employee of the vacancy and then sending written notice by certified and standard mail to the employee's last known address. The employee shall advise the district of the decision by any means no later than 10 calendar days from the date the notice was sent. If the employee accepts, the employee shall report to work no later than two calendar weeks from the vacancy notification date or on a later date specified by the district.

LAYOFF/REHIRE (continued)

In order to be reemployed, the employee must be capable of performing the essential duties of the job with or without reasonable accommodations. When an otherwise eligible employee is unable to perform the essential duties of the job, the employee shall be kept on the reemployment list until another opportunity becomes available or the period of reemployment eligibility expires, whichever occurs first.

(cf. 4032 - Reasonable Accommodation)

Upon rejecting two offers of reemployment, the employee's name shall be removed from the reemployment list and the employee will forfeit all reemployment rights to which the employee would otherwise be entitled.

When an employee is notified of a vacancy and fails to respond or report to work within time limits specified by district procedures, the employee's name shall be removed from the reemployment list and all reemployment rights to which the employee would otherwise be entitled shall be forfeited.

If an employee is reemployed in a new position and fails to complete the probationary period in the new position, the employee shall be returned to the reemployment list for the remainder of the 39-month period. The remaining time period shall be calculated as the time remaining in the 39-month period as of the date of reemployment. (Education Code 45114, 45298)

Reinstatement of Benefits

When a laid-off employee is reemployed, all accumulated sick leave credit shall be restored.

A laid-off permanent employee shall be reemployed with all rights and benefits accorded at the time of layoff.

A laid-off probationary employee shall be reemployed as a probationary employee, and the previous time served toward the completion of the required probationary period shall be counted. The employee shall also be reemployed with all rights and benefits accorded to a probationary employee at the time of layoff.

A laid-off employee, when reemployed, shall be placed on the salary step held at the time of layoff. An employee who was bumped into a lower class shall, when reinstated to the previous class, be placed on the salary step to which the employee would have progressed had the employee remained there. An adjusted anniversary date shall be established for step increment purposes so as to reflect the actual amount of time served in the district.

LAYOFF/REHIRE (continued)**Voluntary Demotion or Reduction of Hours**

Classified employees who take voluntary demotion or voluntary reduction in assigned time in lieu of layoff, or in order to remain in their present position rather than be reclassified or reassigned, shall be granted the same rights as employees who are laid off. In addition, such employees shall retain eligibility to be considered for reemployment in their previously held class or position with increased assigned time, for an additional period of time up to 24 months as determined by the Board on a class-by-class basis, provided that the same test of fitness under which they qualified for appointment to that class shall still apply. (Education Code 45114, 45298)

Employees who take voluntary demotion or voluntary reduction in assigned time in lieu of layoff shall have the option of returning to a position in their former class or to positions with increased assigned time as vacancies become available and without limitation of time. If there is a valid reemployment list, they shall be ranked on that list in accordance with their proper seniority. (Education Code 45114, 45298)

*Legal Reference:*EDUCATION CODE

45101 Definitions

45103 Classified service in districts not incorporating the merit system

45105 Positions under various acts not requiring certification qualifications; classification

45113 Rules and regulations for classified service in districts not incorporating the merit system

45114 Layoff and reemployment procedures; definitions

45115 Layoff; reinstatement from service retirement

45117 Notice of layoff and hearing rights

45286 Limited term employees

45297 Right to take equivalent examination while employee in military service

45298 Reemployment of persons laid off; voluntary demotions or reductions in time

45308 Order of layoff and reemployment; length of service

45309 Reinstatement of permanent noncertified employees after resignation

GOVERNMENT CODE

11500-11529 Administrative adjudication; formal hearings

UNITED STATES CODE, TITLE 38

4301-4335 Employment and reemployment rights of members of the uniformed services

COURT DECISIONSTucker v. Grossmont Union High School District (2008) 168 Cal.App.4th 640San Mateo City School District v. Public Employment Relations Board (1983) 33 Cal.3d 850*Management Resources:*WEB SITESCalifornia School Employees Association: <http://www.csea.com>Regulation
approved:CSBA POLICY MANUAL UPDATE
December 2021

SCHOOL DAY

Kindergarten/Transitional Kindergarten

Kindergarten and transitional kindergarten (TK) classes in district schools may be maintained for different lengths of time, either at the same or different school sites. (Education Code 37202)

The average school day for kindergarten and TK students shall be at least three hours, including recesses but excluding noon intermissions. If fewer than 40 students are enrolled in kindergarten classes, the district may request approval of the Superintendent of Public Instruction to maintain two kindergarten classes of 150 minutes each. (Education Code 46114, 46115, 46117, 46119)

In any school day, kindergarten and/or TK students shall not be kept in school for longer than four hours, excluding recesses, except where the school is operating an early primary program pursuant to Education Code 8970-8974 or an expanded learning opportunity program pursuant to Education Code 46120. (Education Code 46111, 46115, 46120)

In any district school operating an early primary program pursuant to Education Code 8970-8974, the kindergarten school day may exceed four hours, excluding recess, if both of the following conditions are met: (Education Code 8973)

1. The Governing Board has declared that the extended-day kindergarten program does not exceed the length of the primary school day.
2. The extended-day kindergarten program includes ample opportunity for both active and quiet activities within an integrated, experiential, and developmentally appropriate educational program.

Under an extended day kindergarten program, recess may be counted as instructional minutes for purposes of determining the maximum school day if it occurs under teacher supervision.

In any multitrack year-round school operating pursuant to Education Code 37670, the kindergarten school day may be up to 265 minutes, excluding recesses. (Education Code 46111)

(cf. 6117 - Year-Round Schedules)

The Superintendent or designee shall annually report to the California Department of Education as to whether the district's kindergarten and TK programs are offered full day, part day, or both. (Education Code 48003)

SCHOOL DAY (continued)

Grades 1-8

Except as otherwise provided by law, the school day for elementary and middle school students shall be:

1. At least 230 minutes for students in grades 1-3, unless the Board has prescribed a shorter school day because of lack of school facilities requiring double sessions, in which case the minimum school day shall be 200 minutes (Education Code 46112)
2. At least 240 minutes for students in grades 4-8 (Education Code 46113, 46142)

In determining the number of minutes for purposes of compliance with the minimum school day for students in grades 1-8, both noon intermissions and recesses shall be excluded. (Education Code 46115)

The school day for a middle school shall begin no earlier than 8:00 a.m. (Education Code 46148)

Grades 9-12

~~The school day for a high school shall begin no earlier than 8:30 a.m. (Education Code 46148)~~

~~The school day for students in grades 9-12, including students in the traditional independent study program, shall be at least 240 minutes. (Education Code 46141, 46142)~~

~~(cf. 6158—Independent Study)~~

~~However, the school day may be less than 240 minutes when authorized by law. Programs that have a minimum school day of 180 minutes include, but are not necessarily limited to:~~

- ~~1. Continuation high school or classes (Education Code 46141, 46170)~~

~~(cf. 6184—Continuation Education)~~

- ~~2. Opportunity school or classes (Education Code 46141, 46180)~~

- ~~3. Regional occupational center (Education Code 46141, 52325)~~

~~(cf. 6178.2—Regional Occupational Center/Program)~~

- ~~4. Work experience education program approved pursuant to Education Code 51760-51769.5 (Education Code 46141, 46144)~~

~~SCHOOL DAY (continued)~~

~~A student in grade 12 who is enrolled in work experience education and is in the last semester or quarter before graduation may, upon written request by the student's parent/guardian or the student, if 18 years of age or over, be permitted to attend school for less than 180 minutes per school day if all requirements for graduation would be completed, except physical education courses, in less than 180 minutes each day. (Education Code 46147)~~

~~(cf. 6178.1—Work-Based Learning)~~

- ~~5. Concurrent enrollment in a community college pursuant to Education Code 48800-48802 or, for students in grades 11-12, part-time enrollment in classes of the California State University or University of California, provided academic credit will be awarded upon satisfactory completion of enrolled courses (Education Code 46146)~~

~~(cf. 6172.1—Concurrent Enrollment in College Classes)~~

- ~~6. An early college high school or middle college high school, provided the students are enrolled in community college or college classes in accordance with item #5 above (Education Code 46141, 46146.5)~~
- ~~7. Special day or Saturday vocational training program conducted under a federally approved plan for career technical education (Education Code 46141, 46144)~~

~~(cf. 6178—Career Technical Education)~~

- ~~8. Adult education classes (Education Code 46190)~~

~~(cf. 6200—Adult Education)~~

~~For an evening high school operated pursuant to Education Code 51720-51724, the number of days, specific days of the week, and number of hours during which the program shall be in session may be determined by the Board. (Education Code 46141, 51721)~~

~~Students in grade 12 shall be enrolled in at least five courses each semester or the equivalent number of courses each quarter. This requirement shall not apply to students enrolled in regional occupational centers or programs, courses at accredited postsecondary institutions, independent study, special education programs in which the student's individualized education program establishes a different number of courses, continuation education classes, work experience education programs, or any other course of study authorized by the Board that is equivalent to the approved high school course of study. (Education Code 46145)~~

SCHOOL DAY (continued)

~~(cf. 6158 Independent Study)~~

~~(cf. 6159 Individualized Education Program)~~

Alternative Block Schedule for Secondary Schools

~~In order to establish a block or other alternative schedule or to accommodate career technical education and regional occupational center/program courses, the district may authorize students to attend fewer than the total number of days in which school is in session provided that students attend classes for at least 1,200 minutes during any five school day period or 2,400 minutes during any 10 school day period. (Education Code 46160)~~

~~An early college high school or middle college high school may be scheduled so that students attend classes for at least 900 minutes during any five school day period or 1,800 minutes during any 10 school day period. (Education Code 46160)~~

Regulation 5111: Admission

Status: ADOPTED

Original Adopted Date: 11/01/2011 | **Last Revised Date:** 03/2022 | **Last Reviewed Date:** 03/2022

Age of Admittance to Transitional Kindergarten, Kindergarten and First Grade

At the beginning of each school year, the Superintendent or designee shall enroll any eligible child whose fifth or sixth birthday is on or before September 1 of that year into kindergarten or first grade, as applicable. (Education Code 48000, 48010)

Admission into transitional kindergarten shall be in accordance with law and as specified in BP 6170.1 - Transitional Kindergarten. (Education Code 48000)

On a case-by-case basis, and with the approval of the child's parent/guardian, a child who will turn five years old in a given school year may be enrolled in kindergarten at any time during that school year provided that: (Education Code 48000)

1. The Governing Board determines that admittance is in the best interest of the child.
2. The parent/guardian is given information regarding the advantages and disadvantages and any other explanatory information about the effect of this early admittance.

The Superintendent or designee shall make a recommendation to the Board regarding whether a child should be granted early entry to kindergarten, as appropriate. In doing so, the Superintendent or designee shall consider various factors including the availability of classroom space and any negotiated maximum class size.

Documentation of Age/Grade

Prior to the admission of a child to kindergarten or first grade, the parent/guardian shall present proof of the child's age. (Education Code 48002)

Evidence of the child's age may include: (Education Code 48002)

1. A certified copy of a birth certificate or a statement by the local registrar or county recorder certifying the date of birth
2. A duly attested baptism certificate
3. A passport
4. When none of the above documents is obtainable, an affidavit of the parent/guardian
5. Other means prescribed by the Board

Regulation
approved:

CSBA POLICY MANUAL UPDATE
March 2022

Regulation 5113: Absences And Excuses

Status: ADOPTED

Original Adopted Date: 11/01/2011 | **Last Revised Date:** 03/2022 | **Last Reviewed Date:** 03/2022

Excused Absences

Subject to any applicable limitation, condition, or other requirement specified in law, a student's absence shall be excused for any of the following reasons:

1. Personal illness, including absence for the benefit of the student's mental or behavioral health (Education Code 48205)
2. Quarantine under the direction of a county or city health officer (Education Code 48205)
3. Medical, dental, optometrical, or chiropractic services or appointment (Education Code 48205)
4. Attendance at funeral services for a member of the student's immediate family (Education Code 48205)

Such absence 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)

5. Jury duty in the manner provided for by law (Education Code 48205)
6. Illness or medical appointment of a child to whom the student is the custodial parent (Education Code 48205)
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. Observance of a religious holiday or ceremony
 - d. Attendance at religious retreats for no more than four hours per semester
 - e. Attendance at an employment conference
 - f. Attendance at an educational conference 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)

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

Such absence shall be granted for a period of time to be determined at the discretion of the Superintendent or designee. (Education Code 48205)

10. Attendance at the student's naturalization ceremony to become a United States citizen (Education Code 48205)
11. Participation in a cultural ceremony or event which relates to the habits, practices, beliefs, and traditions of a certain group of people (Education Code 48205)
12. Participation in religious exercises or to receive moral and religious instruction at the student's place of worship or other suitable place away from school (Education Code 46014)

Absence for student participation in religious exercises or instruction shall not be considered an absence for the purpose of computing average daily attendance if the student attends at least the minimum school day as specified in AR 6112 - School Day, and is not excused from school for this purpose on more than four days per school month. (Education Code 46014)

13. Work in the entertainment or allied industry (Education Code 48225.5)

Work for a student who holds a work permit authorizing work in the entertainment or allied industries for a period of not more than five consecutive days. For this purpose, student absence shall be excused for a maximum of up to five absences per school year. (Education Code 48225.5)

14. Participation with a nonprofit performing arts organization in a performance for a public school audience (Education Code 48225.5)

A student may be excused for up to five such absences per school year provided that the student's parent/guardian provides a written explanation of such absence to the school. (Education Code 48225.5)

15. Other reasons authorized at the discretion of the principal or designee based on the student's specific circumstances (Education Code 48205, 48260)

For the purpose of the absences described above, immediate family means the student's parent/guardian, brother or sister, grandparent, or any other relative living in the student's household. (Education Code 48205)

Method of Verification

Student absence to care for a child for whom the student is the custodial parent shall not require a physician's note. (Education Code 48205)

For other absences, the student shall, upon returning to school following the absence, present a satisfactory explanation, either in person or by written note, verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, other person having charge or control of the student, or the student if age 18 or older. (Education Code 46012; 5 CCR 306)

When an absence is planned, the principal or designee shall be notified prior to the date of the absence when possible.

The following methods may be used to verify student absences:

1. Written note, fax, email, or voice mail from parent/guardian or parent representative.
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
 - a. Name of student
 - b. Name of parent/guardian or parent representative
 - c. Name of verifying employee
 - d. Date(s) of absence
 - e. Reason for absence
3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. The employee shall document the verification and include the information specified in Item #2 above.
4. Physician's verification.
 - a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may request a note from the medical office to confirm the time of the appointment.
 - b. If a student shows a pattern of chronic absenteeism due to illness, district staff may require physician verification of any further student absences.

Parental Notifications

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

1. Notify parents/guardians of the right to excuse a student from school in order to participate in religious exercises or to receive moral and religious instruction at their places of worship, or at other suitable places away from school property designated by a religious group, church, or denomination (Education Code 46014, 48980)
2. Notify students in grades 7-12 and the parents/guardians of all students enrolled in the district that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian (Education Code 46010.1)
3. Notify parents/guardians that a student shall not have a grade reduced or lose academic credit for any excused absence if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. Such notice shall include the full text of Education Code 48205. (Education Code 48980)

Regulation
approved:

CSBA POLICY MANUAL UPDATE
March 2022

TRANSITIONAL KINDERGARTEN

The Governing Board desires to offer a high-quality transitional kindergarten (TK) program for eligible children who do not yet meet the minimum age criterion for kindergarten. The TK program shall assist students in developing the academic, social, and emotional skills needed to succeed in kindergarten and beyond.

The district's TK program shall be the first year of a two-year kindergarten program. (Education Code 48000)

The Board encourages ongoing collaboration among district preschool staff, other preschool providers, elementary teachers, administrators, and parents/guardians in the development, implementation, and evaluation of the district's TK program.

(cf. 1220 - Citizen Advisory Committees)
(cf. 6020 - Parent Involvement)

Eligibility

The district's TK program shall admit children as follows: (Education Code 48000):

1. For the 2021-22 school year, children whose fifth birthday is between September 2 through December 2
2. For the 2022-23 school year, children whose fifth birthday is between September 2 and February 2
3. For the 2023-24 school year, children whose fifth birthday is between September 2 and April 2
4. For the 2024-25 school year, children whose fifth birthday is between September 2 and June 2
5. For the 2025-26 school year, and in each school year thereafter, children who turn four by September 1

A child's eligibility for TK enrollment shall not impact family eligibility for a preschool or childcare program. (Education Code 48000).

Parents/guardians of eligible children shall be notified of the availability of the TK program and of the age, residency, immunization, and any other enrollment requirements. Enrollment in the TK program shall be voluntary.

(cf. 5111 - Admission)
(cf. 5111.1 - District Residency)
(cf. 5141.22 - Infectious Diseases)

TRANSITIONAL KINDERGARTEN (continued)

(cf. 5141.3 - Health Examinations)
(cf. 5141.31 - Immunizations)
(cf. 5141.32 - Health Screening for School Entry)

On a case-by-case basis, a child whose fifth birthday is on or before September 1 may be admitted into the district's TK program upon request of a child's parents/guardians, if the Superintendent or designee determines that it is in the child's best interest.

At any time during the school year, the district may admit into the TK program a child whose fifth birthday is after the date specified for admittance for the applicable year as described above, provided that the Superintendent or designee recommends that enrollment in a TK program is in the child's best interest and the child's parents/guardians approve. Prior to such enrollment, the child's parents/guardians shall be provided information regarding the advantages and disadvantages and any other explanatory information about the effect of early admittance. (Education Code 48000)

Curriculum and Instruction

The district's TK program shall be based on a modified kindergarten curriculum that is age and developmentally appropriate. (Education Code 48000)

(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

The program shall be aligned with the preschool learning foundations and preschool curriculum frameworks developed by the California Department of Education (CDE). It shall be designed to facilitate students' development in essential knowledge and skills related to language and literacy, mathematics, physical development, health, visual and performing arts, science, history-social science, English language development, and social-emotional development.

(cf. 5148.3 - Preschool/Early Childhood Education)
(cf. 6011 - Academic Standards)
(cf. 6174 - Education for English Learners)

The Board shall establish the length of the school day in the district's TK program, which shall be at least three hours but no more than four hours long except for TK students enrolled in expanded learning opportunity programs provided by the district pursuant to Education Code 46120. If the district has adopted an extended-day kindergarten, the length of the school day for the TK program may be different than the length of the school day for the kindergarten program either at the same or different school sites. The Superintendent or designee shall annually report to CDE as to whether the district's TK programs are offered full day, part day, or both. (Education Code 8973, 37202, 46111, 46115, 46117, 48003)

TRANSITIONAL KINDERGARTEN (continued)

(cf. 5148.2 - Before/After School Programs)

(cf. 6111 - School Calendar)

(cf. 6112 - School Day)

The Superintendent or designee shall develop a plan for how all children in the attendance area of the district will have access to full-day learning programs the year before kindergarten that meet the needs of parents/guardians, including through partnerships with the district's expanded learning offerings, the After School Education and Safety Program, the California State Preschool Program (CSPP), Head Start programs, and other community-based early learning and care programs. The Superintendent or designee shall present such plan for consideration by the Board at a public meeting on or before June 30, 2022. (Education Code 8281.5)

TK students may be placed in the same classrooms as kindergarten students when necessary, provided that the instructional program is differentiated to meet student needs.

TK students may be commingled in the same classroom with four-year-old students from a CSPP program as long as the commingled program meets all of the requirements of each program as well as the following requirements: (Education Code 8207, 48000):

1. The classroom does not include students enrolled in TK for a second year or students enrolled in a regular kindergarten
2. An early childhood environment rating scale, as specified in 5 CCR 18281, is completed for the classroom
3. All children enrolled for 10 or more hours per week are evaluated using the Desired Results Developmental Profile, as specified in 5 CCR 18272
4. The classroom is taught by a teacher that holds a credential issued by the Commission on Teacher Credentialing in accordance with Education Code 44065 and 44256
5. The classroom is in compliance with the adult-child ratio specified in Education Code 8241
6. Contractors of the district report the services, revenues, and expenditures for children in the preschool program in accordance with 5 CCR 18068 except for contractors of the TK program

(cf. 5148.3 - Preschool/Early Childhood Education)

The district shall maintain an average TK class enrollment of not more than 24 students for each school site. (Education Code 48000)

TRANSITIONAL KINDERGARTEN (continued)

Staffing

The Superintendent or designee shall ensure that teachers assigned to teach in TK classes possess a teaching credential or permit from the Commission on Teacher Credentialing (CTC) that authorizes such instruction.

(cf. 4112.2 - Certification)

A credentialed teacher who is first assigned to a TK class after July 1, 2015, shall, by August 1, 2023, have at least 24 units in early childhood education and/or child development, comparable professional experience in a preschool setting, and/or a child development teacher permit issued by CTC. (Education Code 48000)

The Superintendent or designee may provide professional development as needed to ensure that TK teachers are knowledgeable about the standards and effective instructional methods for teaching young children, including, but not limited to, developing competencies in serving inclusive classrooms and dual language learners.

The district shall, commencing with the 2022-23 school year, maintain an average of at least one adult for every 12 students for TK classrooms and, contingent upon an appropriation of funding, maintain an average of at least one adult for every 10 students commencing with the 2023-24 school year. (Education Code 48000)

(cf. 4131 - Staff Development)

Continuation to Kindergarten

Students who complete the TK program shall be eligible to continue in kindergarten the following school year. Parents/guardians of such students shall not be required to submit a signed Kindergarten Continuance Form for kindergarten attendance.

However, whenever children who would otherwise be age-eligible for kindergarten are enrolled in TK, the Superintendent or designee shall obtain a Kindergarten Continuance Form signed by the parent/guardian near the end of the TK year consenting to the child's enrollment in kindergarten the following year.

A student shall not attend more than two years in a combination of TK and kindergarten. (Education Code 46300)

(cf. 5123 - Promotion/Acceleration/Retention)

TRANSITIONAL KINDERGARTEN (continued)**Assessment**

The Superintendent or designee may develop or identify appropriate formal and/or informal assessments of TK students' development and progress. The Superintendent or designee shall monitor and regularly report to the Board regarding program implementation, the progress of students in meeting related academic standards, and student preparedness for future education.

(cf. 0500 - Accountability)

(cf. 6162.5 - Student Assessment)

*Legal Reference:*EDUCATION CODE

8207 California State Preschool Program administration

8241 Staffing ratios for center-based programs

8281.5 California Prekindergarten Planning and Implementation Grant Program

8970-8974 Early primary programs; extended-day kindergarten

17375 Establishment of California Preschool, Transitional Kindergarten, and Full-Day Kindergarten Facilities Grant Program

37202 School calendar; equivalency of instructional minutes

44065 Issuance of and functions requiring credentials

44256 Authorization for teaching credentials

44258.9 Assignment monitoring by county superintendent of schools

46111 Kindergarten, hours of attendance

46114-46119 Minimum school day, kindergarten

46120 Expanded Learning Opportunities Program

46300 Computation of ADA, inclusion of kindergarten and transitional kindergarten

48000 Age of admission, kindergarten and transitional kindergarten

48002 Evidence of minimum age required to enter kindergarten or first grade

48003 Kindergarten annual report

48011 Admission on completing kindergarten

48200 Compulsory education, starting at age six

CODE OF REGULATIONS, TITLE 5

18000-18434 Child care and development programs, especially:

18068 Attendance and expenditure reports

18272 Developmental profile

18281 Environment rating scales

Management Resources: (see next page)

TRANSITIONAL KINDERGARTEN (continued)

Management Resources:

CSBA PUBLICATIONS :

What Boards of Education Can Do About Kindergarten Readiness, Governance Brief, May 2016

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Transitional Kindergarten FAQs

Desired Results Developmental Profile: A Developmental Continuum from Early Infancy up to Kindergarten Entry, 2015

Transitional Kindergarten Implementation Guide: A Resource for California Public School District Administrators and Teachers, 2013

California Preschool Curriculum Framework, Vol. 3, 2013

California Preschool Learning Foundations, Vol. 3, 2012

California Preschool Curriculum Framework, Vol. 2, 2011

California Preschool Learning Foundations, Vol. 2, 2010

California Preschool Curriculum Framework, Vol. 1, 2010

California Preschool Learning Foundations, Vol. 1, 2008

WEB SITES

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

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

California Kindergarten Association: <https://californiakindergartenassociation.org/>

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

Transitional Kindergarten California: <http://tkcalifornia.org>

Policy 6173: Education For Homeless Children

Status: ADOPTED

Original Adopted Date: 07/01/2005 | **Last Revised Date:** 03/2022 | **Last Reviewed Date:** 03/2022

The Governing Board believes that the identification of homeless students is critical to improving the educational outcomes of such students and ensuring that homeless students have access to the same free and appropriate public education provided to other students within the district. The district shall provide homeless students with access to education and other services necessary for such students to meet the same challenging academic standards as other students.

When there are at least 15 homeless students in the district or a district school, the district's local control and accountability plan (LCAP) shall include goals and specific actions to improve student achievement and other outcomes of homeless students. (Education Code 52052, 52060, 52064)

The Superintendent or designee shall regularly review and recommend updates to district policies to ensure removal of any barriers to the education of homeless students and unaccompanied youth. Any such review shall address identification, enrollment, and retention of such students, including those barriers that are due to absences or outstanding fees or fines. (42 USC 11432)

The Superintendent or designee shall designate an appropriate staff person to serve as a liaison for homeless children and youths. The district liaison for homeless students shall fulfill the duties specified in 42 USC 11432 to assist in identifying and supporting homeless students to succeed in school.

The Superintendent or designee shall ensure that each district school identifies all homeless children and youths and unaccompanied youths enrolled at the school. (Education Code 48851)

To ensure easy identification of homeless students, the Superintendent or designee shall annually administer a housing questionnaire developed by the California Department of Education (CDE) to all parents/guardians of students and all unaccompanied youths. (Education Code 48851)

If the primary language of a student's parent/guardian or an unaccompanied youth is not English, either the housing questionnaire shall be made available in the primary language of the student's parent/guardian or the unaccompanied youth pursuant to Education Code 48985, or an appropriate translation of the housing questionnaire shall be provided upon request of a student's parent/guardian or an unaccompanied youth. (Education Code 48851)

In addition, the Superintendent or designee shall ensure that the district liaison's contact information and other information on homelessness, including, but not limited to, information regarding the educational rights and resources available to persons experiencing homelessness, are posted on the district and school web sites as specified in the accompanying administrative regulation. (Education Code 48852.6)

The Superintendent or designee shall ensure that placement decisions for homeless students are based on the student's best interest as defined in law and administrative regulation.

Each homeless student shall be provided services that are comparable to services offered to other students in the school, including, but not limited to, transportation, educational programs for which

the student meets the eligibility criteria (such as federal Title I services or similar state or local programs, programs for students with disabilities, and educational programs for English learners), career and technical education programs, programs for gifted and talented students, and school nutrition programs. (42 USC 11432)

Homeless students shall not be segregated into a separate school or program based on their status as homeless and shall not be stigmatized in any way. However, the Superintendent or designee may separate homeless students on school grounds as necessary for short periods of time for health and safety emergencies or to provide temporary, special, and supplementary services to meet the unique needs of homeless students. (42 USC 11432, 11433)

The Superintendent or designee shall ensure that information and/or materials for homeless students are provided in a manner and form understandable to the parents/guardians of homeless students and to unaccompanied youths.

Information about a homeless student's living situation shall be considered part of a student's educational record, subject to the Family Educational Rights and Privacy Act, shall not be deemed to be directory information as defined in 20 USC 1232g, and shall not be released without written consent. (42 USC 11432)

The Superintendent or designee shall coordinate with other agencies and entities to ensure that homeless children and youth are promptly identified, ensure that homeless students have access to and are in reasonable proximity to available education and related support services, and raise the awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness. Toward these ends, the Superintendent or designee shall collaborate with local social services agencies, other agencies or entities providing services to homeless children and youth, and, if applicable, transitional housing facilities. In addition, the Superintendent or designee shall coordinate transportation, transfer of school records, and other interdistrict activities with other local educational agencies. As necessary, the Superintendent or designee shall coordinate, within the district and with other involved local educational agencies, services for homeless students and services for students with disabilities. (42 USC 11432)

At least annually, the district liaison and other appropriate staff shall participate in professional development and other technical assistance activities to assist them in identifying and meeting the needs of homeless students. Such professional development and technical assistance shall include, but are not limited to, training on the definitions of terms related to homelessness, the signs of homelessness, the steps that should be taken once a potentially homeless student is identified, and how to connect homeless students with appropriate housing and service providers. (Education Code 48852.5; 42 USC 11432)

The Superintendent or designee shall report to CDE the number of homeless children and youths and unaccompanied youths enrolled in the district as identified from the housing questionnaire described above. (Education Code 48851)

At least annually, the Superintendent or designee shall report to the Board on the identification of and outcomes for homeless students, which may include, but are not limited to, the housing questionnaire responses, school attendance, student achievement test results, promotion and retention rates by grade level, graduation rates, suspension/expulsion rates, and other outcomes related to any goals and specific actions identified in the LCAP. Based on the evaluation data, the

district shall revise its strategies as needed to more effectively identify and support the education of homeless students.

Policy
adopted:

CSBA POLICY MANUAL UPDATE
March 2022

Regulation 6173: Education For Homeless Children

Status: ADOPTED

Original Adopted Date: 12/01/2014 | **Last Revised Date:** 03/2022 | **Last Reviewed Date:** 03/2022

Definitions

Homeless students means students who lack a fixed, regular, and adequate nighttime residence and includes: (Education Code 48859; 42 USC 11434a)

1. Students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals
2. Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings
3. Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
4. Migratory children who qualify as homeless because they are living in conditions described in items #1-3 above

Unaccompanied youth includes a homeless child or youth not in the physical custody of a parent or guardian. (Education Code 48859; 42 USC 11434a)

School of origin means the school that the homeless student attended when permanently housed or the school in which the student was last enrolled, including a preschool. If the school the homeless student attended when permanently housed is different from the school in which the student was last enrolled, or if there is some other school that the student attended within the preceding 15 months and with which the student is connected, the district liaison for homeless students shall determine, in consultation with and with the agreement of the homeless student and the person holding the right to make educational decisions for the student, and in the best interests of the homeless student, which school shall be deemed the school of origin. (Education Code 48852.7; 42 USC 11432)

Best interest means that, in making educational and school placement decisions for a homeless student, 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 student's access to academic resources, services, and extracurricular and enrichment activities that are available to all district students. (Education Code 48850, 48853; 42 USC 11432)

District Liaison

The Superintendent designates the following staff person as the district liaison for homeless students: (42 USC 11432)

District Secretary

(title or position)

(address)

(email address)

(phone number)

The district's liaison for homeless students shall: (Education Code 48851.5, 48852.5; 42 USC 11432)

1. Ensure that homeless students are identified by school personnel through outreach and coordination activities with other entities and agencies
2. Ensure that homeless students are enrolled in, and have a full and equal opportunity to succeed in, district schools
3. Ensure that homeless families and children and youth have access to and receive educational services for which they are eligible, including services through Head Start and Early Head Start programs, early intervention services under Part C of the federal Individuals with Disabilities Education Act, and other preschool programs administered by the district
4. Ensure that homeless families and students receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services
5. Inform parents/guardians of the educational and related opportunities available to their children and ensure that they are provided with meaningful opportunities to participate in the education of their children
6. Disseminate public notice of the educational rights of homeless students in locations frequented by parents/guardians of homeless children and youth and by unaccompanied youth, including schools, shelters, public libraries, and hunger relief agencies (soup kitchens). The rights shall be presented in a manner and form understandable to the parents/guardians of homeless students and unaccompanied youth.
7. Mediate enrollment disputes in accordance with law and the section "Resolving Enrollment Disputes" below
8. Fully inform parents/guardians of homeless students and unaccompanied youth of all transportation services, including transportation to the school of origin, and assist them in accessing transportation to the school of choice
9. Ensure that school personnel providing services to homeless students, including principals and other school leaders, attendance supervisors, teachers, enrollment personnel, and specialized instructional support personnel, receive professional development and other support
10. Ensure that unaccompanied youth are enrolled in school, have opportunities to meet the same challenging state academic standards established for other students, and are informed of their status as independent students under 20 USC 1087vv and that they may receive assistance from the district liaison to receive verification of their independent student

status for purposes of applying for federal student aid pursuant to 20 USC 1090

11. Coordinate and collaborate with state coordinators and community and school personnel responsible for the provision of education and related services to homeless students, including the collection and provision of comprehensive data to the state coordinator as required by law

In addition, when notified pursuant to Education Code 48918.1, the district liaison shall assist, facilitate, or represent a homeless student who is undergoing a disciplinary proceeding that could result in the student's expulsion. When notified pursuant to Education Code 48915.5, the district liaison shall participate in an individualized education program (IEP) team meeting to make a manifestation determination regarding the behavior of a student with a disability.

The Superintendent or designee shall inform homeless children and youth, their parents/guardians, school personnel, service providers, and advocates working with homeless families of the duties of the district's liaison. The Superintendent or designee shall also provide the name and contact information of the district's liaison to the California Department of Education (CDE) for publishing on CDE's web site. (42 USC 11432)

Enrollment

The district shall make placement decisions for homeless students based on the student's best interest. (42 USC 11432)

In determining the best interest of the student, the district shall consider student-centered factors related to the student's best interest, including factors related to the impact of mobility on achievement, education, health, and safety, giving priority to the request of the student's parent/guardian or, in the case of an unaccompanied youth, the youth. (42 USC 11432)

Such factors may include, but are not limited to, the age of the student, the distance of the commute and the impact it may have on the student's education, personal safety issues, the student's need for special instruction, the length of anticipated stay in the temporary shelter or other temporary location, likely area of future housing, school placement of siblings, and the time remaining in the school year.

However, placement decisions shall not be based on whether a homeless student lives with the student's homeless parent/guardian or has been temporarily placed elsewhere. (42 USC 11432)

In the case of an unaccompanied youth, the district liaison shall assist in placement or enrollment decisions, give priority to the views of the student, and provide notice to the student of the right to appeal. (42 USC 11432)

In determining a student's best interest, a homeless student shall, to the extent feasible, be placed in the school of origin, unless the student's parent/guardian or the unaccompanied youth requests otherwise. (Education Code 48852.7; 42 USC 11432)

Once a placement decision has been made, the principal or designee shall immediately enroll the student in the school of choice. The student shall be enrolled even if the student: (Education Code

48850, 48852.7; 42 USC 11432)

1. Has outstanding fees, fines, textbooks, or other items or monies due to the school last attended
2. Does not have clothing normally required by the school, such as school uniforms
3. Is unable to produce records normally required for enrollment, such as previous academic records, proof of residency, and records of immunization and other required health records
4. Has missed application or enrollment deadlines during any period of homelessness

The principal or designee shall immediately contact the school last attended by the student to obtain the relevant records. If the student needs to obtain immunizations or does not possess immunization or other required health records, the principal or designee shall immediately refer the parent/guardian to the district liaison for homeless students. The district liaison shall assist the parent/guardian, or the student if the student is an unaccompanied youth, in obtaining the necessary immunizations, screenings, or records for the student. (42 USC 11432)

If the student is placed at a school other than the school of origin or the school requested by the student's parent/guardian or the student, if an unaccompanied youth, the Superintendent or designee shall provide the parent/guardian or the unaccompanied youth with a written explanation of the reasons for the decision, including why placement in the student's school of origin or requested school is not in the student's best interest, along with a statement regarding the right to appeal the placement decision. The written explanation shall be in a manner and form understandable to such parent/guardian or unaccompanied youth. (42 USC 11432)

At the point of any change or subsequent change in the residence of a homeless student, the student may continue attending the student's school of origin for the duration of the homelessness. (Education Code 48852.7; 42 USC 11432)

To ensure that the homeless student has the benefit of matriculating with the student's peers in accordance with the established feeder patterns, the following shall apply: (Education Code 48852.7; 42 USC 11432)

1. If the student is transitioning between grade levels, the student shall be allowed to continue in the same attendance area.
2. If the student is transitioning to a middle school or high school, and the school designated for matriculation is in another school district, the student shall be allowed to continue to the school designated for matriculation in that district.

If the student's status changes before the end of the school year so that the student is no longer homeless, the student shall be allowed to stay in the school of origin: (Education Code 48852.7)

1. Through the duration of the school year if the student is in grades K-8
2. Through graduation if the student is in high school

Resolving Enrollment Disputes

If a dispute arises over student eligibility, school selection, or enrollment in a particular school, the matter shall be referred to the district liaison, who shall carry out the dispute resolution process as expeditiously as possible. (42 USC 11432)

The parent/guardian or unaccompanied youth shall be provided with a written explanation of any decisions related to eligibility, school selection, or enrollment and of the right of the parent/guardian or unaccompanied youth to appeal such decisions. (42 USC 11432)

The written explanation shall include:

1. A description of the action proposed or refused by the district
2. An explanation of why the action is proposed or refused
3. A description of any other options the district considered and the reasons that any other options were rejected
4. A description of any other factors relevant to the district's decision and information related to the eligibility or best interest determination including the facts, witnesses, and evidence relied upon and their sources
5. Appropriate timelines to ensure any relevant deadlines are not missed
6. Contact information for the district liaison and state coordinator, and a brief description of those roles

The written explanation shall be complete, as brief as possible, simply stated, and provided in language that the parent/guardian or student can understand.

The district liaison may use an informal process as an alternative to formal dispute resolution procedures, provided that the parents/guardians or unaccompanied youth have access to the more formal process if informal resolution is not successful in resolving the matter.

In working with a student's parents/guardians or unaccompanied youth to resolve an enrollment dispute, the district liaison shall:

1. Inform them that they may provide written and/or oral documentation to support their position
2. Inform them that they may seek the assistance of social services, advocates, and/or service providers in having the dispute resolved
3. Provide them a simple form that they may use and turn in to the school to initiate the dispute resolution process
4. Provide them a copy of the dispute form they submit for their records
5. Provide them the outcome of the dispute for their records

When a student's parent/guardian or an unaccompanied youth involved in the enrollment dispute is an English learner, Items #1-5 shall be provided either in the native language of the parent/guardian or unaccompanied youth or through an interpreter, and any additional support needed because of a disability of that parent/guardian or unaccompanied youth shall be made available without a charge.

If a parent/guardian or unaccompanied youth disagrees with the district liaison's enrollment decision, the decision may be appealed to the Superintendent. The Superintendent shall make a determination within five working days.

If the parent/guardian chooses to appeal the district's placement decision, the district liaison shall forward all written documentation and related paperwork to the liaison for homeless students at the county office of education.

Pending final resolution of the dispute, including all available appeals, the student shall be immediately enrolled in the school in which enrollment is sought and shall be allowed to attend classes and participate fully in school activities. (42 USC 11432, 11434a)

Transportation

The district shall provide transportation for a homeless student to and from the student's school of origin when the student is residing within the district and the parent/guardian, or the district liaison in the case of an unaccompanied youth, requests that such transportation be provided. If the student moves outside of district boundaries, but continues to attend the student's school of origin within this district, the Superintendent or designee shall consult with the superintendent of the district in which the student is now residing to agree upon a method to apportion the responsibility and costs of the transportation. (42 USC 11432)

The district shall not be obligated to provide transportation to students who continue attending their school of origin after they cease to be homeless, unless the formerly homeless student has an IEP that includes transportation as a necessary related service for the student. (Education Code 48852.7)

Transfer of Coursework and Credits

When a homeless student transfers into a district school, the district shall accept and issue full credit for any coursework that the student has satisfactorily completed while attending another public school, a juvenile court school, a charter school, a school in a country other than the United States, or a nonpublic, nonsectarian school and shall not require the student to retake the course. (Education Code 51225.2)

If the homeless student did not complete the entire course, the student shall be issued partial credit for the coursework completed and shall be required to take the portion of the course that the student did not complete at the previous school. However, the district may require the student to retake the portion of the course completed if, in consultation with the holder of educational rights for the student, the district finds that the student is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued to a homeless student in any particular course, the student shall be enrolled in the same or equivalent course, if applicable, so that the student may continue and complete the entire course. (Education Code 51225.2)

Partial credits shall be awarded on the basis of 0.5 credits for every seven class periods attended per subject. If the school is on a block schedule, each block schedule class period attended shall be equal to two regular class periods per subject. Partial credits and grades earned by a student shall be included on the student's official transcript within two business days of the district's notification of the student's transfer, as required under Education Code 49069.5.

In no event shall the district prevent a homeless student 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)

Applicability of Graduation Requirements

To obtain a high school diploma, a homeless student shall complete all courses required by Education Code 51225.3 and fulfill any additional graduation requirements established by the Governing Board.

However, when a homeless student who has completed the second year of high school transfers into the district from another school district or transfers between high schools within the district, the student shall be exempted from all district-adopted coursework and other district-established graduation requirements, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of the fourth year of high school. Within 30 calendar days of the homeless student's transfer, the Superintendent or designee shall notify the student, the person holding the right to make educational decisions for the student, and the district liaison for homeless students of the availability of the exemption and whether the student qualifies for it. If the Superintendent or designee fails to provide this notification, the student shall be eligible for the exemption once notified, even if the notification occurs after the student is no longer homeless. (Education Code 51225.1)

To determine whether a homeless student is in the third or fourth year of high school, the district shall use either the number of credits the student has earned as of the date of the transfer or the length of the student's school enrollment, whichever qualifies the student for the exemption. (Education Code 51225.1)

The Superintendent or designee shall notify any homeless student who is granted an exemption and the person holding the right to make educational decisions for the student how any 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 51225.1)

The district shall not require or request a homeless student to transfer schools in order to qualify for an exemption and no request for a transfer solely to qualify for an exemption shall be made by a homeless student, the person holding the right to make educational decisions for the student, or the district liaison on behalf of the student. (Education Code 51225.1)

If a homeless student is exempted from local graduation requirements, the exemption shall continue to apply after the student is no longer homeless or if the student transfers to another school, including a charter school, or school district. (Education Code 51225.1)

If the Superintendent or designee determines that a homeless student is reasonably able to complete district graduation requirements within the fifth year of high school, the Superintendent or designee shall: (Education Code 51225.1)

1. Inform the student and, if under 18 years of age, the person holding the right to make educational decisions for the student, of the option available to the student to remain in school for a fifth year to complete the district's graduation requirements and how that will affect the ability to gain admission to a postsecondary educational institution

2. Provide information to the homeless student about transfer opportunities available through the California Community Colleges
3. Upon agreement with the homeless student or with the person holding the right to make educational decisions for the student if under 18 years of age, permit the student to stay in school for a fifth year to complete the district's graduation requirements

Eligibility for Extracurricular Activities

A homeless student who enrolls in any district school shall have access to extracurricular and enrichment activities that are available to all students in the school, including but not limited to, interscholastic sports administered by the California Interscholastic Federation. (Education Code 48850)

Notification, Complaints, and Posting Requirements

Information regarding the educational rights of homeless students, as specified in Education Code 51225.1 and 51225.2, shall be included in the annual uniform complaint procedures notification distributed to students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 51225.1, 51225.2)

Any complaint that the district has not complied with requirements regarding the education of homeless students, as specified in Education Code 51225.1 or 51225.2, may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures.

Latrobe School District
2021-22 Enrollment Summary

2021-22

	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
TK	4	4	4	4	4	5	5	5	5	
K	9	9	9	9	9	9	9	9	10	
1	18	18	19	19	19	19	17	17	17	
2	15	15	15	14	14	14	13	13	13	
3	15	15	15	15	15	16	16	16	17	
LES	61	61	62	61	61	63	60	60	62	0
4	9	9	10	10	10	11	11	11	11	
5	25	25	25	25	25	25	23	23	23	
6	22	22	23	23	23	23	23	23	23	
7	19	19	19	19	19	19	18	18	17	
8	22	22	22	22	23	24	24	24	24	
MH	97	97	99	99	100	102	99	99	98	0
Total	158	158	161	160	161	165	159	159	160	0

Historical (May Counts)

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
TK				1	5	2	4	2	5	3
K	17	6	11	12	11	18	3	17	17	12
1	15	15	6	14	13	11	20	7	13	17
2	19	13	13	8	18	13	13	24	10	14
3	21	17	12	13	8	17	13	20	22	10
LES	72	51	42	48	55	61	53	70	67	56
4	20	23	16	14	15	8	18	13	19	26
5	17	22	19	15	17	14	10	20	17	18
6	21	18	7	20	20	15	16	11	23	18
7	18	20	15	16	20	21	17	20	11	21
8	18	19	19	13	16	21	21	17	17	13
MH	94	102	76	78	88	79	82	81	87	96
Total	166	153	118	126	143	140	135	151	154	152

H.A.