

Agenda
Governing School Board
Wednesday, June 12, 2019
4:00 p.m.
Kashia School District – Office

1. Call to Order Board and Staff/Establishment of Quorum

Glenda Antone

Frances Johnson

Maxine Barboza

Charlene Pinola

Patti Pomplin

2. Approval of Agenda

3. Public Comment on Non Agenda Items (Limit 5 Minutes)

4. Communications

5. Consent Agenda

5.1 Approve May 8, 2019 Board Minutes

5.2 Approve May 2019 Vendor Warrants

5.3

6. Reports and Communications

6.1 Governing Board Members

6.2 Superintendent

6.3 Teacher

6.4 Business Manager

6.5 PTO

7. Items Scheduled for Information and Discussion

7.1 Staff Handbook

8. Items Scheduled for Discussion and Action

8.1 Adopt 2019-20 Budget

8.2 Approve 2019-20 LCAP

8.3 Approve 2019-20 LCFF

8.4 Approve 2019-20 EPA Expenditures

8.5 Approve 2019-20 Excess Minimum Reserves

8.6 Approve 2019-20 Consolidated Application

8.7 Adopt Board Policies

BP5021 Noncustodial Parents

BP5022 Student & Family Privacy Rights

AR5022 Student & Family Privacy Rights

BP5030 Student Wellness

BP5111 Admission

AR5111 Admission

AR5111.1 District Residency
AR5111.13 Residency for Homeless Children
BP5145.6 Parental Notifications
E5145.6 Parental Notifications

9. Items Scheduled for Future Board Meetings

- 9.1 Board Policies
- 9.2 School Safety Report
- 9.3 Unaudited Actuals
- 9.4 Hire New Employees

10. Adjournment

Next Board Meeting
August 14, 2019

Kashia School District
Minutes
Board Meeting, May 8, 2019

1. Meeting called to order at 4:19 by Board President Pinola
Roll Call: Trustee Glenda Antone, Trustee Maxine Barboza, Trustee Charlene Pinola
Absent: None
Staff: Frances Johnson, Patti Pomplin
Community: None
2. Approval of Agenda: Moved by Trustee Antone, seconded by Trustee Barboza to approve the agenda as presented.
3. Public Comment on Non Agenda Items: None
4. Communication
Presented letter from SCOE which stated their approval of the 2018-19 2nd Interim report.
5. Consent Agenda
Moved by Trustee Pinola, seconded by Trustee Antone and passed unanimously to approve the consent agenda as presented.
 - 5.1 Approved Minutes from April 10, 2019
 - 5.2 Approved Warrants from April 2019
6. Reports and Communications
 - 6.1 Governing Board – None
 - 6.2 Superintendent – missing one box of yearbooks; getting applications for teachers – interviewing as applications come in; teacher out sick; high school student was on campus with drugs – sheriff was called; Six Flags end of the year trip is planned for May 24th; new children enrolled brings school up to 20 students; Bob helping make shadow boxes for Mother's Day.
 - 6.3 Teacher – none
 - 6.4 Business Manager –will attend an LCAP workshop at SCOE on Friday, May 10; in Sacramento the week of May 13th through 17th.
 - 6.5 PTO – None
7. Items Scheduled for Information and Discussion
 - 7.1 Second Reading Board Policies
 - BP5021 Noncustodial Parents
 - BP5022 Student & Family Privacy Rights
 - AR5022 Student & Family Privacy Rights
 - BP5030 Student Wellness
 - BP5111 Admission
 - AR5111 Admission
 - AR5111.1 District Residency
 - AR5111.13 Residency for Homeless Children

- BP5145.6 Parental Notifications
- E5145.6 Parental Notifications
- 7.2 Review Tentative 2019-20 Budget
 - No action taken, preliminary budget for review only which shows a positive ending balance of \$8,503 in 2019-20.
- 7.3 Review 2017-2020 LCAP
 - Review only, will have suggestions for updates after meeting with SCOE LCAP team.

8. Items Scheduled for Discussion and Action
There were no actions for action.

9. Items Scheduled for Future Board Meetings.

- 9.1 Board Policies
- 9.2 Staff Handbook
- 9.3 Public Hearing 2019-20 Budget
- 9.4 Public Hearing 2019-20 LCAP
- 9.5 Public Hearing 2019-20 LCFF
- 9.6 Public Hearing 2019-20 EPA
- 9.7 Public Hearing 2019-20 Excess Minimum Reserves
- 9.8 Educator Effectiveness Grants was for one year only.
- 9.9 Public Hearing Consolidated Application

10. Meeting Adjourned at 4:49

Next Meeting

Special Public Hearing Meeting, Wednesday, June 5, 2019 at 4:00 p.m.
Next Regular Board Meeting, Wednesday, June 12, 2019

Respectfully submitted: Patti Pomplin

Signed: _____
Glenda Antone, Clerk

Checks Dated 05/01/2019 through 05/31/2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1717345	05/15/2019	Paul Chappell	01-9515	staledated		27.70
1717346	05/15/2019	Gualala Supermarket	01-4360	oil	9.71	
			01-4700	food	218.18	227.89
1717347	05/15/2019	Kashia Utilities District	01-5530	kud67938		63.99
1717348	05/15/2019	Pacific Gas & Electric	01-5520	28343238771	152.54	
				93967066411	2.29	
				94383733055	52.62	207.45
1717349	05/15/2019	Santa Rosa Fire Equipment	01-5800	couns-ed		74.00
1717350	05/15/2019	Sonoma County Office Of Ed	01-5838	MOU Supt		9,511.74
1717351	05/15/2019	Peter Tufele	01-4390	field trip		22.81
Total Number of Checks					7	10,135.58

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	7	10,135.58
Total Number of Checks		7	10,135.58
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			10,135.58

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

046 - Kashia

Generated for Patti Pomplin (PPOMPLIN), Jun 4 2019 7:11AM

KASHIA SCHOOL DISTRICT
STAFF
HANDBOOK

PAYROLL DEDUCTIONS

- A. All payroll deductions authorized between Superintendent/Principal and Employee will be included on annual work agreement and deductions made accordingly.

SUBSTITUTES/EXTENDED HOUR & EXTRA DUTY POSITIONS

- A. Daily certificated substitutes will be paid \$150.00 per day. Half Days will be paid at \$75.00
- B. Day to day substitutes who work more than fifteen (15) continuous school days shall be placed on column 1, step 1 of the salary schedule beginning on the 16th day unless otherwise provided by law.
- C. Teachers working beyond their normal work hours, with prior approval, will be paid their calculated hourly rate on supplemental payroll.
- D. Classified substitutes will be paid according to current salary schedule.

FAIR PRACTICES

- A. The District will not discriminate against any employee on the basis of race, color, creed, sex, age, ethnic background, handicaps, marital status, political affiliation or membership in any employee organization.
- B. Job application forms and oral interview procedures will omit any references to the applicant's membership in an employee organization.

EVALUATIONS

- A. New employees shall be evaluated every school year. Employees who have had three consecutive years of satisfactory evaluation may, with the mutual consent of the Superintendent/Principal be evaluated on an every other year cycle as long as the evaluation remains satisfactory.
- B. An employee and his/her evaluator may mutually agree that the employee will be evaluated only once every five years if: The employee has permanent status; has been employed by the school district for at least 10 years; meets the Federal definition of highly qualified; and previous evaluations show that the employee meets or exceeds the standards. If either party wants to change the agreement, either may withdraw consent at any time.
- C. The evaluation criteria shall be as follows:
 - 1. The progress of students at each grade level in each area of study.
 - 2. The instructional techniques and strategies used by the certificated employee.
 - 3. The certificated employee's adherence to curricular objectives.

4. The establishment and maintenance of a suitable learning environment within the scope of the certificated employee's responsibilities.
 5. The progress of the certificated employee to implement ideas from the school's belief and vision statements.
- D. No later than December 1 each certificated employee to be evaluated will submit two (2) goals upon which they desire to be evaluated using the criteria listed above or with the mutual agreement between the certificated employee and Superintendent/Principal a portfolio assessment process may be used.
- E. Following submission of the goals to the Superintendent/Principal there may be a meeting scheduled for the purpose of reviewing the certificated employee's goals, reaching mutual agreement of the goals, the time table for their completion, and time lines for formal observations. In addition, the Superintendent/Principal will establish one goal upon which the certificated employee will be evaluated.
- F. Formal classroom observations shall be preceded by a conference between the Superintendent/ Principal and the certificated employee at least two (2) days prior unless there is mutual agreement for less time. The purpose of the conference will be to clarify the certificated employee's goals and objectives as related to the class to be observed. At least one formal observation will be made during the evaluation period. Informal classroom observations require no advance notice to the certificated employee.
- G. A post-observation conference between the evaluator and the observed certificated employee shall be held within five (5) school days following a formal observation. The conference shall include a written summary of any deficiencies and suggestions for improvement. The certificated employee shall take action to correct any cited deficiencies, based upon the evaluator's specific recommendations for improvement and his/her assistance in implementing such recommendations.
- H. In the event of a negative formal observation report, the certificated employee shall be entitled to an additional formal observation, a subsequent observation conference, and written observation report. The content of the conference shall include the Superintendent/Principal's specific recommendations as to the areas of needed improvement including any need for in-service training and/or conferences at the cost of the district.
- I. The certificated employee may do a self-evaluation on meeting his/her goals, prior to the final evaluation conference, which shall be held no later than thirty calendar days before the end of the school year. In the event the certificated employee disputes any content of the Superintendent/ Principal's evaluation, the certificated employee may prepare a written statement, which shall be attached to the final evaluation.
- J. Certificated employees receiving a negative evaluation will be granted, upon their request, a subsequent observation and conference on the cited deficiencies. In the event that said deficiencies are corrected, the subsequent observation will reflect improvements

made and will be attached to the above-mentioned evaluation in the certificated employee's personnel file.

- K. In the event a certificated employee receives an unsatisfactory final evaluation they will participate in an improvement plan developed with the administrator and can involve peer mentoring.

ARTICLE VIII LEAVES

A. GENERAL PROVISIONS

1. Certificated employees on paid leave will continue to be credited with sick leave at the regular rate unless otherwise provided by mutual agreement.
2. A certificated employee taking any leave listed in this Contract shall maintain her/his position as if there had been no break in service. However, to have the year count towards advancement on the salary schedule the certificated employee must render service for at least seventy five percent (75%) of the duty days of the school year.
3. Leaves of absence, paid or not paid, other than those specified in this Agreement may be granted by the District to a certificated employee at any time with terms that are mutually agreeable. In addition to salary, the District may provide health benefits, sick leave or other such benefits. The granting of such leave is not precedent with regard to other requests.
4. A certificated employee on paid leave shall receive the same benefits as when serving in his/her regular assignment unless otherwise mutually agreed. A certificated employee on unpaid leave shall have the option to pay for his/her benefits while on leave unless otherwise provided by the District.
5. Unless otherwise provided in this Agreement, any certificated employee on leave for one (1) school year or less shall be permitted to return to his/her former grade level assignment or an agreed-upon position.
6. If the certificated employee is on leave through the end of the school year, the certificated employee shall present a written statement to the Board no later than March 1 or the beginning date of the leave (whichever is later) indicating his/her intention to return to the District the following school year. If no written statement is received by the Board by April 1, a request to give such notice including a copy of Education Code Section 44842 shall be mailed to the certificated employee at his/her last known address by certified mail, return receipt requested. If the certificated employee fails to return a written response without good cause prior to June 30, the certificated employee shall be deemed to have declined employment and his/her services may be terminated on June 30 of that year.

B. SICK LEAVE

1. The term "sick leave" as hereafter used shall mean the paid leave of absence granted to a certificated employee of the District whenever such absence is the result of an illness or accident occurring to said certificated employee. Such leave shall be granted in accordance with provisions of the Education Code Section 44978.
2. Certificated employees employed full-time five (5) days a week shall be entitled to ten (10) days sick leave per school year, which may be taken as necessary any time

between the beginning and ending of the school year as determined by the school calendar. Certificated employees regularly employed, but for less than full-time five (5) days per week, shall be entitled to a comparable proportion of ten (10) days annual sick leave.

3. If a certificated employee resigns before the end of the school year, the District shall deduct from the final check a prorated amount representing used but unearned sick leave.
4. Sick leave, not used in any school year, shall be accumulated from year to year.
5. Each certificated employee shall furnish proof of illness when absent for five (5) or more consecutive work days if requested by the Superintendent/ Principal. Such request shall be in writing.
6. A certificated employee absent for illness beyond the number of days accumulated for sick leave shall have deducted from his/her salary for a period of five (5) school months or less an amount not to exceed the cost of a substitute.
7. Doctor or dentist appointments may be charged to sick leave when they cannot be scheduled beyond certificated employee's work hours.
8. Catastrophic Leave requests will be considered on an individual basis using the guidelines in Article VIII.O, CATASTROPHIC LEAVE CREDITS.

C. PERSONAL NECESSITY LEAVE

1. Each certificated employee shall be annually granted the use of up to three (3) days of accumulated sick leave for personal necessity. These days are not cumulative and shall be requested in advance except as noted below in Section C3. The Superintendent/ Principal may grant additional days under this provision.
2. Personal Necessity Leave is defined as:
 - a. Additional leave required beyond that provided for by bereavement leave.
 - b. Personal business, which is serious in nature, cannot lightly be disregarded and which cannot be conducted before or after the school day or on non-school days.
 - c. Serious personal reasons that necessitate one's absence for which no explanation is required.
3. The certificated employee shall not be required to secure advanced permission for personal necessity leave taken for the following emergencies:
 - a. Death or serious illness of a relative, dependent, special relation or person whose relationship with the certificated employee is the same as a relative, or dependent or special relation.
 - b. Accident involving his/her person or property, or the person or property of a member of his/her immediate family.
 - c. Serious personal reasons, which necessitate one's absence for which no explanation is required.

D. ABSENCE DUE TO INDUSTRIAL ACCIDENT OR ILLNESS (E.C. 44984)

1. Procedures
 - a. Use E.C. 44984 leave first. (60 work days)

- b. Then use current annual sick leave (usually ten days or one day for every month of service).
 - c. Then use all accumulated sick leave.
 - d. Catastrophic leave may be available.
 - e. Then use the full five months difference in pay leave under E.C. Section 44977.
 - f. When all leave is exhausted (and if not able to place in another position) place employee on 24 or 39-month rehire list.
- 2. An industrial accident or illness as used in this paragraph, means any injury or illness whose cause can be traced to the performance of service for the District.
- 3. A physician must certify that the certificated employee is disabled because of the work-related injury or illness.
- 4. The benefits provided in this section are in addition to annual and accumulated sick leave benefits.
- 5. Industrial accident leave or illness leave shall commence on the first day of absence and continue for a period of not more than sixty (60) days.
- 6. Allowable leave shall be for not more than sixty (60) workdays in any one (1) fiscal year for the same accident. When an industrial accident or illness leave overlaps into the next fiscal year, the certificated employee shall be entitled to only the amount of unused leave due him/her for the same illness or injury.
- 7. A certificated employee shall be deemed to have recovered from an industrial accident or illness, and thereby able to return to work, when his/her physician states that there has been such a recovery.
- 8. Days of absence because of industrial accident and/or illness shall not have an adverse effect on a teacher relative to advancement on the District's salary schedule.
- 9. The District's report of an industrial accident or illness shall be kept on file in the Business Office.

E. EXTENDED ILLNESS LEAVE

If a certificated employee has utilized all of his/her accumulated sick leave and is still absent from duty because of illness or accident, he/she shall be paid as follows:

- 1. Procedure
 - a. Use all current annual sick leave first (usually ten days or one day for every month of service).
 - b. Then use accumulated sick leave.
 - c. Catastrophic leave may be available. See Article VIII.O Catastrophic Leave Credits.
 - d. Then use the full five months of E.C. 44977 differential pay leave
 - e. When all leave is exhausted (and if not able to place in another position) place employee on 24 or 39-month rehire list.
- 2. For a period not to exceed five (5) months, he/she shall receive an amount equal to the difference between his/her salary and the salary paid the substitute.
- 3. The sick leave, including accumulated sick leave, and the five-month period shall run consecutively.
- 4. A certificated employee shall not be provided more than one five-month period per illness or accident. However, if a school year ends before the five-month period is

exhausted, the certificated employee may take the balance of the five-month period in the subsequent school year.

5. When a certificated employee has exhausted all available sick leave, including accumulated sick leave, he/she may apply for Catastrophic Leave Credit as spelled out in Article VIII.O Catastrophic Leave Credits.
6. When the certificated employee has exhausted all available sick leave and continues to be absent on account of illness or accident and the certificated employee is not medically able to resume the duties of his/her position, the certificated employee, if not placed in another position, will be placed on a reemployment list for a period of 24 months if the certificated employee is on probationary status, or for a period of 39 months if the teacher is on permanent status. When the certificated employee is medically able during the 24-or 39-month period, he/she shall be returned to employment in a position for which he/she is credentialed and qualified as soon as a position becomes available. The 24-month or 39-month period shall commence at the expiration of the five-month period.

F. PREGNANCY, MISCARRIAGE, CHILDBIRTH AND RECOVERY

1. Disability due to pregnancy, miscarriage, childbirth and recovery shall be treated as sick leave.
2. The length of the leave, including the date on which the leave shall commence and the date on which the unit member shall resume duties, shall be determined by the employee and the certificated employee's physician. When possible, the Principal/Superintendent shall be notified in writing at least thirty (30) days prior to the date on which the certificated employee's leave is to commence.

G. PATERNITY/ADOPTION LEAVE

1. A five (5) day leave for paternity or adoption shall be granted for each birth or adoption without loss of pay.

H. BEREAVEMENT LEAVE

1. An employee is entitled to a paid leave of absence for bereavement. The length of the leave shall be four (4) days for locations within an Area I and II and six (6) days for locations beyond Area I and II (see attached Appendix A). If the employee is a trustee or executor of the deceased's estate they may petition the district for additional leave.
2. Leave for bereavement shall not be deducted from any other type of leave granted by the Trustees.
3. Bereavement leave shall be granted on account of the death of any member of his/her immediate family.
4. Member of the immediate family, as used in this section, means: the mother, father, grandmother, grandfather, or grandchild of the certificated employee or of the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, sister, aunt, uncle, step-parent, step-grandparent, or step-sibling of the certificated employee, any relative living in the immediate household of the certificated employee, domestic partner of the certificated employee, or an individual is or was under the guardianship of the employee.

I. PROFESSIONAL LEAVE

1. Professional leave may be granted by the Principal/Superintendent for the purpose of attending conferences, workshops, institutes, school visitations, and other meetings related to the certificated employee's professional growth and development. Requests should be made at least two (2) weeks prior to the activity.
2. Such certificated employee shall not suffer loss of salary and the days shall not be deducted from any other leave.

J. JURY DUTY LEAVE

Paid jury duty leave shall be provided under the following conditions:

1. Jurors fees, exclusive of mileage and subsistence expenses, received by the employee shall be deposited to the credit of the District.
2. Such time shall not be deducted from sick leave.

K. COURT APPEARANCE LEAVE

1. Whenever the certificated employee is subpoenaed as a witness in a case involving the school district he/she may have time for appearance in court without loss of pay.
2. No salary deductions shall be made for absences if a certificated employee is under subpoena in a court case in which he/she is not an interested party nor a voluntary witness.
3. No salary shall be paid in cases where a certificated employee is a voluntary witness appearing in his/her own interest, except as provided under provisions for use of personal necessity leave.

L. LEAVE FOR PERSONAL REASONS

The District may grant a leave for personal reasons upon request of the certificated employee. The leave shall be without salary and benefits unless otherwise provided by the District. The granting of such a leave does not establish a precedent for any other request.

M. CHILDREARING LEAVE

1. A certificated employee may, after two (2) years' service in the District, request an unpaid leave for childrearing. This leave will be for a maximum of one (1) year.
2. Subject to the conditions of the health insurance carrier(s), health insurance and other such employee benefits which are in effect during this leave may be maintained by the certificated employee during the leave of absence at the certificated employee's own expense unless otherwise provided by the District. The certificated employee shall pay for such coverage in advance on a monthly basis.
3. A certificated employee whose absence from duty is authorized by this Agreement shall maintain his/her classification as if there had been no break in service. However, to have the year count towards the salary schedule steps, the certificated employee must render service for at least seventy-five percent (75%) of the duty days of the school year.

N. TRAVEL AND STUDY LEAVE

1. A leave of absence for travel and study may be granted for purposes of travel, study, or related work experiences. A leave for study and travel will normally be approved only if the certificated employee incorporates a plan of study or research in an area related to self-development in order to maintain skills and improve professional competence.
2. ELIGIBILITY: To be eligible for this leave, a certificated employee shall have rendered at least five (5) consecutive years to the District.
3. SELECTION CRITERIA: Priority in selection shall be given to the value of the leave to the District as a whole, length of service in the District, and soundness of the leave.
4. LENGTH: The Board of Trustees shall grant no leave for travel and study that exceeds one (1) year except for those leaves which can be shown to be of benefit to the District.
5. COMPENSATION: The certificated employee shall receive full fringe benefits granted by the District and may receive salary as agreed upon by the District and the Employee
6. APPLICATION: An application letter requesting a leave of absence shall be submitted to the Board no later than the Board Meeting in February of the year prior to the school year in which the leave is to take effect
7. Upon completion of the leave and within forty-five (45) days following the certificated employee's return to duty, a written report of the leave shall be filed with the Superintendent/ Principal. This report shall provide evidence that the intent of the leave plan was fulfilled and shall be submitted to the Board by the Superintendent/Principal
8. ASSIGNMENT UPON RETURN: It is the District's intent to reassign a certificated employee to the position held at the time of granting of leave unless he/she agrees to other arrangements.

O. CATASTROPHIC LEAVE CREDITS

1. Purpose: Sick leave credits may provide eligible leave credit to a unit member when the unit member or a member of his/her family experiences a catastrophic illness or injury. Leave credit may be granted only when the illness or injury is expected to incapacitate the unit member or the family member for an extended period of time, and unit member has exhausted all sick leave and other paid time off from work
2. Definitions:
 - a. "Family" as used in this section refers to child, spouse, child of spouse, designated domestic partner, or parent of the employee.
 - b. "Catastrophic Illness" means an illness or injury that is expected to incapacitate the employee for an extended period of time, requires the employee to take time off from work, and creates a financial hardship for the employee because he/she has exhausted all of his/her sick leave and other paid time off.
 - c. "Day/Hours" for Certificated employees means a regular school day as defined in Work Year and Hours section of the contract and for Classified employees hours will be used as the unit of measure.
3. Donation of Sick Leave Credits: Eligible leave credits may be donated to an employee for catastrophic illness or injury if all of the following requirements are

met:

- a. The employee or a family member, in the event of the incapacity of the employee, may request that eligible leave credits be donated.
- b. Verification of catastrophic illness or injury has been presented to the sick leave committee.

4. Contributions of Sick Leave Credits

- a. No employee may donate eligible leave credits unless he/she has a minimum of twenty (20) days on record with the employer. An employee may donate leave credit only in excess of the minimum days/hours on record.
- b. All transfers of sick leave credits are irrevocable.
- c. An employee who receives paid leave pursuant to this Section shall use any sick leave credits that he/she continues to accrue on a monthly basis prior to receiving paid leave pursuant to this section.
- d. Any Workers Compensation injury/illness claim covered by an award shall be excluded.
- e. No sick leave fund days shall be granted after long term disability begins.
- f. The maximum amount of time that a unit member shall be able to receive from the sick leave bank shall be equal to one third (1/3) of the school year (sixty (60) days).

5. Differential Pay Leave: For the purpose of differential pay leave - - one hundred (100) days in which vacation and sick leave run concurrent -- donated sick leave will come before differential pay leave.

WORKING-CONDITIONS

- A. The District shall not require any employee to work under conditions that are determined by public safety officials to be unsafe or hazardous. Employees shall report conditions that they believe to be unsafe or hazardous to the Superintendent/Principal. The Superintendent/Principal shall inform the employee within five (5) days what action, if any, will be taken and keep the employee informed of any changes.
- B. An employee who believes he/she is threatened or students are endangered shall contact the Superintendent/Principal immediately. If he/she is not on site the Teacher-In-Charge shall be informed and the Sheriff shall be called, if necessary.
- C. Any employee who is threatened with bodily harm or who suffers bodily harm inflicted by an individual or group while fulfilling assigned duties shall promptly make a report to the Superintendent/Principal, who shall inform the designated law enforcement agency. The District may provide legal and other related assistance in accordance with applicable law for any assault upon the certificated employee while fulfilling assigned duties.

- D. Theft, damage or destruction of personal property brought to school for use within the scope of a certificated employee's duties shall be reimbursed by the District provided that approval is received in advance for personal property over fifty (\$50). Such property shall be checked in at the District office and the employee shall inform the Superintendent/Principal of its value at that time. The property shall be checked out when removed from the site. The District will keep a list that includes location of the property.

SCHOOL DAY

- A. Certificated employees shall report for duty before the start of the school's first period of regular instruction. Certificated employees shall be at the site 15 minutes in advance. Certificated employees shall remain at the site for at least 15 minutes after the close of the school's last period of regular instruction. Certificated employees on part-time contracts shall work those hours and days as stipulated in their work agreement and/or contract.
- B. Certificated employees may leave the school site during the lunch period.
- C. The instructional day will comply with state requirements.
- D. Conferences shall be held at the request of the parent, teacher, or Superintendent/Principal.
- E. Communication among staff is important and early release time is provided to facilitate certificated employee interaction as well as create planning time for them.
1. Early release days will be once a week. Instruction to end at 2:30 PM.
 2. Certificated employees need to be on-site during this planning time unless prior permission is given by the Administrator for activities that directly relate to classroom enhancement.
 3. Administration and teachers to mutually agree on the purpose and schedule for early release or professional development inclusive of mandated health trainings or required meetings (i.e., STAR training).
 4. Minimally one early release per month is scheduled for individual planning time. Minimally one early release per month is scheduled to include collaborative student achievement study.

WORK-YEAR AND HOURS

A. WORK Year

1. The work year shall be 184 days of which 180 are for instruction, and six additional days of which four are professional development, and two for preparation prior to the opening of school. The District and teachers will mutually agree upon the content and schedule of such days in the spring when

the calendar for the new school year is being proposed. The work year may be changed by mutual agreement and/or state guidelines.

2. The instructional day will comply with state requirements. Starting instructional time for all grade leaves shall be 8:30 AM. The ending instructional time for all classes shall be 3:00 PM with a 30 minute duty free certificated lunch. The Principal/Superintendent and the teachers will mutually agree on the 20 minute K-8 morning recess time.
3. Faculty meetings during preschool preparation days shall not exceed a total of 5 hours.
4. If any instructional days are lost due to electrical failure, inclement weather, or natural disaster the District shall make a good faith effort to obtain a waiver from the State Superintendent of instruction for these days.
5. A closure meeting will be mutually agreed upon between the certificated employees and the Superintendent/ Principal during a regularly scheduled staff meeting in May.
6. Certificated employees will be paid for each professional development day only if they participate for the full day.
7. The parties intend that the annual expenses of this professional development program shall not exceed the District's budget for that year of the staff development program.
8. Substitute time will be provided to allow for teacher release time to observe in other teachers' classrooms.

B. SCHOOL CLOSURE

1. Each certificated employee is responsible to prepare his or her classroom for summer maintenance and cleaning. The Superintendent/Principal is responsible for seeing that the maintenance and cleaning occurs.
2. Prior to the close of school, each certificated employee and the Superintendent/ Principal shall meet to discuss necessary cleaning and maintenance and prepare a check-out list for the certificated employee to complete before leaving for the summer.
3. The District and the Superintendent/Principal shall make every reasonable effort to provide that classrooms shall be ready for the certificated employee as early as possible or in no case later than two (2) weeks prior to the opening of school.
4. Parties will meet prior to April 15 to set and agree upon the calendar for next school year. After agreement, the calendar will be printed and distributed.

SALARY

A. Definitions

1. A row represents years of service granted by the District to a certificated employee for initial placement and for each year of service thereafter as set forth on the schedule.
2. Column – A step represents an increment of fifteen (15) units of coursework or district credit allowed for advancement.

- B. Initial placement on the salary schedule will provide credit for all class units from an accredited college/university transcript taken subsequent to a Bachelor's degree in the appropriate step on the schedule.

- C. Experienced placement credit shall be limited to a maximum of seven (7) years, allowing them to begin at Step 8 on the salary schedule if qualified.
- D. Units or programs for salary advancement.
 - 1. All programs that are not upper-division college courses must be approved in advance by the Superintendent/Principal. If approval is denied by the Superintendent/Principal, the certificated employee may appeal to the Board.
 - 2. Up to ten (10) units of course work may be taken each year to be applied to the salary schedule. Upon Superintendent/ Principal approval, certificated employee may apply additional units when working toward earning special credentials, Masters, advanced degrees, or in other special programs. The Superintendent/Principal will review such proposed additional units on a case-by-case basis.
- K. For extra work required and specified by the District during the school year, certificated employee will have the option to take an agreed specified number of hours of comp time or agreed specified hours will be paid at the current hourly rate determined as follows:

Yearly Salary divided by the number of Work Days divided by 7.5 hours
- L. Part-time Certificated Employees
 - 1. Certificated employees who are employed on an annual basis in a position requiring a credential, but not working full time, shall be placed on the Certificated Salary Schedule at the percentage of FTE allotted for that position.
 - 2. It is understood that part-time certificated employees are responsible for the same duties and expectations as all other certificated staff members, prorated to the amount of FTE that they are hired to perform. In addition, they may be assigned other duties in-lieu of regular staff duties as agreed with the Principal/Superintendent and the employee.

HEALTH AND WELFARE BENEFITS

- A. The District shall provide the option of all full time employees, Health and Welfare Benefit coverage for employee only using RESIG's SISC highest plan, prorated for all employees working between half and full time.
- B. There will be no coverage offered to employees working less than full time.
- C. Full time employees may purchase family medical coverage through RESIG's SISC.
- D. Employees who have less than full coverage shall have their share of the yearly premium in 11 monthly payments via payroll deduction.
- E. The surviving spouse of an employee may elect to continue enrollment in the District's Health and Welfare Benefits at his/her own expense subject to carrier approval and restrictions.
- F. For the term of this agreement, Health and Welfare benefits will be maintained through RESIG.

PERSONNEL FILES

- A. One personnel file for each employee shall be kept by the District. This file shall be located in the District office.
 - 1. All materials contained in the personnel file of the employee shall remain confidential.
 - 2. Access to the personnel file shall be limited to Superintendent/Principal, governing board, their agents, and upon authorized direction, confidential office staff.
- B. All certificated employees shall have the right to inspect their file and receive a copy of the contents upon request subject to the limitation of Education Code Section 44031.
 - 1. A certificated employee has the right to respond to any specific item in his/her file on a separate paper unless space is provided on the original document. Such comments will be attached to the specific item in the personnel file provided they are signed and dated by the certificated employee.
 - 2. Upon written authorization by a certificated employee, any person designated by that certificated employee shall be permitted access to materials in that certificated employee's personnel file.
- C. Personnel files may not include information obtained prior to employment, exclusive of documents obtained during the employment process.
 - 1. Materials placed in the file shall be signed and dated by the author of such material and/or by the person placing it in the file.
 - 2. Information of a derogatory nature shall not be entered or filed unless and until the certificated employee has had ten (10) days to review and comment thereon. A certificated employee shall have the right to respond in writing and have such response attached to any such derogatory statement. Such review shall take place during normal business hours and the certificated employee shall be released from duty for this purpose with no loss of pay.
- D. A certificated employee may request the update of their file with materials relevant to their position, such as, course work or commendations, certificates.
- E. Official grievances filed by a certificated employee, under the grievance procedure as outlined in this Contract, shall not be placed in the personnel file of that certificated employee. A separate file shall be maintained for grievances.

ARTICLE XV EMPLOYER EXPENSES

The District shall pay the cost in excess of the health plan coverage for the following:

- A. Physical Examination: Any necessary medical examination required as a condition of employment, or continued employment, in accordance with the provision outlined in the Education Code or Government Code.
- B. Tuberculosis Test: When a certificated employee is required to have a T.B. skin test as a condition of employment or continued employment, the District shall pay as stated above.

When an x-ray is necessary to clarify the results of the skin test, the District shall pay the cost as stated above.

ARTICLE XVI
PUBLIC CHARGES

- A. Charges against a certificated employee shall not be made public.
- B. All citizens, school employees and agencies with complaints against a certificated employee may discuss the matter informally with the Superintendent/Principal. The certificated employee shall be informed of the complaint that day or no later than the next day. The Superintendent/Principal may attempt to resolve the issue on an informal basis, which may include a meeting between the certificated employee, the complainant, and the Superintendent/Principal. The certificated employee may decline the opportunity to meet at this time. The certificated employee shall be informed of any resolution reached between the complainant and the Superintendent/Principal. If the complaint is not resolved informally, the complainant shall be requested to reduce the charge to writing. A copy of all written complaints shall be provided to the certificated employee. In the event the complainant is not willing to put the complaint in writing and the charge is not resolved, the certificated employee will be informed of the charge and afforded an opportunity to respond. Notification of complaints shall be provided the certificated employee within two (2) school days.
- C. Upon receipt of a public charge, the Superintendent/Principal is to maintain confidentiality while conducting the preliminary investigation. Confidentiality means the information regarding the charge shall be shared among the Superintendent/Principal, Board, and certificated employee only. If the complaint is determined to be frivolous or not warrant further attention, the District shall take no further action.
- D. The certificated employee may request the Superintendent/Principal to schedule a meeting of the complainant, the Superintendent/Principal and either another certificated employee or board member upon request.
- E. If after the meeting, the Superintendent/Principal determines that further investigation is warranted, the Superintendent/Principal shall proceed and report the findings to the certificated employee within five (5) working days.
- F. If no meeting is held with the complainant, but the Superintendent/Principal continues to investigate the complaint, all charges will be put in writing and given to the employee within five (5) working days.
- G. The certificated employee shall have the right to respond in writing to any written statement regarding the complaint.
- H. Any anonymous or unsubstantiated public complaint shall not be used in a certificated employee's evaluation or included in a certificated employee's personnel file. No reference shall be made to the complaint in the certificated employee's evaluation if after

investigating the complaint no written documentation is placed in the employee's personnel file.

- I. If, after investigating the complaint, the Superintendent/Principal determines that it is appropriate to document the incident and to have the documentation placed in the certificated employee's personnel file.

ARTICLE XVII GRIEVANCE PROCEDURE

A. Definitions

1. A "grievance" is a complaint by a certificated employee where there has been a violation, misinterpretation, misapplication of a provision of this Contract.
2. "Certificated employee" is used to include any employee with a required credential..
3. "Superintendent/Principal" refers to the administrator in charge of the District.
4. "School day" means any day in which the District is open for regular business.

B. General Application

- 1.No reprisals of any kind shall be taken as a result of participation in the grievance procedure.
- 2.All grievance matters shall remain confidential. All proceedings shall remain private and preliminary disposition of the case will not be made known to the public without written approval of the parties.
3. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit lodging an appeal at the next step of the procedure within the time allotted had the decision been given. The specified time limits in this procedure may be extended by mutual agreement in writing between the parties.
4. Failure of the grievant to initiate a grievance or appeal within the time limits specified shall preclude further action on the alleged grievance.
5. The time lines for commencing or appealing a grievance begin on the date the grievant knew or should have known of the alleged act or condition, which is the basis for the grievance.
6. The grievant, representative, and any necessary witness shall be granted release time to attend any hearing required by this grievance process.

C. Procedure

1. Step 1 Any certificated employee shall, within fifteen (15) school days of the time the certificated employee knew or should have known of the alleged act or condition which is the basis of the grievance, first discuss the grievance with the Superintendent/ Principal with the object of solving the matter informally. The Superintendent/Principal shall respond to the grievant within five (5) school days with his/her decision.
2. Step 2 In the event the matter is not resolved informally, a written grievance shall be filed within ten (10) school days of the Superintendent/Principal's response using the District form (as mutually agreed), with the Superintendent/Principal. The grievant shall be required to provide the specific acts and/or omissions that give rise to the

grievance and to identify specific provision(s) of the contract which have allegedly been violated.

- a. Within five (5) school days, after receipt of the grievance, the Principal/Superintendent shall communicate his/her decision in writing, together with supporting reasons.
3. Step 3 If the grievance is not resolved to the satisfaction of the grievant, the grievant, within five (5) school days, to the Board or submit the grievance to arbitration. The appeal shall be in writing and shall include a copy of the original grievance.

D. Board Appeal

In the event the grievant elects to go to the Board the following procedure will be used:

1. Within seven (7) school days after receipt of the appeal, the Board shall schedule a mutually agreeable hearing date but within thirty (30) days.
2. Within ten (10) school days after the hearing on the appeal, the Board shall communicate its decision in writing together with its supporting reasons to all parties present at the hearing including the grievant.
3. The decision of the Board shall be final.

E. Arbitration In the event the grievant elects to go to arbitration the following procedure will be used:

1. The parties shall select a mutually agreeable arbitrator. In the event they are unable to agree on an arbitrator within ten (10) school days of the submission of the grievance to arbitration, the arbitrator shall be selected from a list submitted by the State Mediation and Conciliation Service. If the grievant and the Superintendent/Principal cannot agree on the arbitrator from the list, each party shall alternately strike names until only one (1) name remains.
2. The arbitrator shall conduct a hearing at which both parties may present evidence. After completing the hearing, the arbitrator shall prepare a report listing the issues, pertinent facts, and the proposed decision. The proposed decision will not go beyond the terms of the collective bargaining agreement or past practice. This report shall be sent to the Board of Trustees, the grievant, and the Superintendent/Principal. The cost of the arbitrator, and the arbitration process shall be borne by the District.
3. The Arbiter's decision shall be final and binding on both parties.

ARTICLE XVIII
CONSULTANCY CONTRACTS

A. Consultancy Contracts for Retirees

1. Early retirement with "consultancy" shall refer to a written proposal made by a prospective retiree or the Principal/Superintendent for the retiree to perform a contract on a specific subject. A "consultancy contract" shall refer to the annual contract entered into between the retiree and the Board for consultant services.
2. Certificated employees participating in this program will serve as a consultant in activities mutually agreed upon by the certificated employee

and the Principal/ Superintendent. The activities shall be in the best interest of the educational program of the District. Both parties shall mutually agree to the tasks to be performed and the evaluation criteria to be used.

Agreements shall be placed in writing.

3. To be eligible for a consultant's contract, a retiree must have been employed by the District for at least ten (10) years, be at least fifty-five (55) years of age, and be retired under State of California retirement system.
4. The maximum fee paid under a consultancy contract shall not exceed the amount authorized by STRS for retired personnel and shall be negotiated between the consultant/retiree and the Board.
5. Consultancy activities may include, but are not limited to, demonstration teaching, orienting and providing aid to new teachers, performing research, updating curriculum guides and other learning materials, and/or special studies in a specific area. Consultant duties shall not include any clerical duties, supervisory duties, or substitute teaching. Consultants shall not participate in evaluations of certificate personnel.
6. Consultant services may be performed at any mutually arranged time during the year from July 1 to June 30, of the following year, but no sooner than six months following the retiree's separation from service with the District.
7. The retiree will submit to the Principal/Superintendent monthly a request for payment for consultant services rendered during that month.
8. Expenses: The District shall be responsible for payment of all expenses including, but not limited to, travel and clerical costs incurred in connection with the contract as approved in advance by the Principal/Superintendent and the designee.
9. Social Security: The District cannot guarantee that social security credit will be granted for this contract. It is the responsibility of the employee to determine eligibility.
10. Income Taxes: The District shall withhold state and federal income taxes.
11. Worker's Compensation: The District shall provide worker's compensation insurance.
12. Termination by Consultant or District: Either party shall have the right to terminate this employment agreement by giving thirty (30) days' written notice to the other party. Upon such termination, both parties shall be free from any further obligation hereunder.

ARTICLE IXX REDUCED WORK LOAD

A. Reduced Work Load

1. The certificated employee must have reached the age of fifty-five (55) prior to a reduction of workload.
2. The certificated employee must have been employed full time in a position requiring certification for at least ten (10) years, of which the immediately preceding five (5) years were full time employment.

3. The option of part-time employment must be exercised at the request of the certificated employee and can be revoked only with mutual consent of the parties.
4. The certificated employee shall be paid a salary that is a pro-rated share of the salary he/she would be earning had he/she not elected to exercise the option of part-time employment. The certificated employee shall retain all other rights and benefits for which he/she makes the payments that would be required if he/she remained in full-time employment. The certificated employee shall receive medical benefits as provided in Section 53201 of the Government Code in the same manner as full time certificated employee.
5. The minimum part-time employment shall be the equivalent of one-half of the number of days of service required by the certificated employee's contract of employment during his/her final year of service in a full-time position.
6. The percentage of time employed shall be arrived at by mutual consent of the certificated employee and the District.
7. Any change in the percent of assigned time during the five (5) year period may be requested by either party but granted only by mutual consent.
8. Both certificated employee and the District shall sign a Memorandum of Agreement for part-time service limited to the extent of the number of years that the law allows.
9. The certificated employee will receive the same fringe benefits as any full-time member.
10. The certificated employee and the District shall pay the proportional amount needed to qualify for full time salary credit for the STRS.
11. Full time retirement credit is not earned until the end of the full school semester or full school year. Participants who terminate prior to those concluding periods will receive retirement credit based on the salary actually paid in the proportion that it relates to the annual salary that would have been paid had the employment continued.
12. In order to implement the reduced workload provision of this section, the certificated employee must make application to the Principal/Superintendent by August 15, of the year in which it is intended to take effect. All rules and regulations of the State Teacher's Retirement System will be followed by the certificated employee and the District.

Adopt 2019-20 Budget
Item 8.1

Kashia is expected to stay a necessary small school with an enrollment budgeted at 13 (this is a conservative estimate as the number of students went from a low of 10 to a high of 20 in 2018-19).

Revenues:

LCFF sources based on updated calculation

Federal revenue updated for Federal maintenance

State revenues are lottery and mandated cost funds

Local revenues are for SELPA pass through funds, interest and fundraisers

Expenditures:

1xxx = 1.0 FTE classroom teacher

= .4 FTE RSP teacher

2xxx = .75 FTE classroom aide

= Business Manager

3xxx = Payroll benefits at 2018-19 rates

= STRS @ 17.1%

= PERS @ 20.733 %

= Medical benefits for employee only

4xxx = Instructional materials, maintenance and custodial supplies as well as van and office

5xxx = Superintendent/Principal services, utilities, auditor, maintenance & custodial
services, property insurance increased 46%

Positive ending balance budgeted to increase \$2,931

Recommendation:

Approve as presented.

Description			2018-19 Estimated Actuals			2019-20 Budget			% Diff Column C & F	
			Resource Codes	Object Codes	Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)		Restricted (E)
A. REVENUES										
1) LCFF Sources		8010-8099	194,629.00		0.00	194,629.00	202,880.00	0.00	202,880.00	4.2%
2) Federal Revenue		8100-8299	156,309.00	21,684.00		177,993.00	65,000.00	21,046.00	86,046.00	-51.7%
3) Other State Revenue		8300-8599	2,854.00	5,546.00		8,400.00	1,900.00	5,717.00	7,617.00	-9.3%
4) Other Local Revenue		8600-8799	11,652.00	97,265.00		108,917.00	6,500.00	97,265.00	103,765.00	-4.7%
5) TOTAL REVENUES			365,444.00	124,495.00		489,939.00	276,280.00	124,028.00	400,308.00	-18.3%
B. EXPENDITURES										
1) Certificated Salaries		1000-1999	43,458.00	50,532.00		93,990.00	42,507.00	35,532.00	78,039.00	-17.0%
2) Classified Salaries		2000-2999	25,200.00	2,300.00		27,500.00	27,700.00	20,715.00	48,415.00	76.1%
3) Employee Benefits		3000-3999	15,054.00	12,515.00		27,569.00	25,126.00	24,719.00	49,845.00	80.8%
4) Books and Supplies		4000-4999	32,360.00	6,740.00		39,100.00	26,750.00	3,844.00	30,594.00	-21.8%
5) Services and Other Operating Expenditures		5000-5999	156,765.00	53,200.00		209,965.00	151,266.00	39,218.00	190,484.00	-9.3%
6) Capital Outlay		6000-6999	0.00	18,363.00		18,363.00	0.00	0.00	0.00	-100.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	0.00	0.00		0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00		0.00	0.00	0.00	0.00	0.0%
9) TOTAL EXPENDITURES			272,837.00	143,650.00		416,487.00	273,349.00	124,028.00	397,377.00	-4.6%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)										
			92,607.00	(19,155.00)		73,452.00	2,931.00	0.00	2,931.00	-96.0%
D. OTHER FINANCING SOURCES/USES										
1) Interfund Transfers		8900-8929	0.00	0.00		0.00	0.00	0.00	0.00	0.0%
a) Transfers In										
b) Transfers Out		7600-7629	0.00	0.00		0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses		8930-8979	0.00	0.00		0.00	0.00	0.00	0.00	0.0%
a) Sources										
b) Uses		7630-7699	0.00	0.00		0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00		0.00	0.00	0.00	0.00	0.0%
4) TOTAL OTHER FINANCING SOURCES/USES			0.00	0.00		0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2018-19 Estimated Actuals			2019-20 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			92,607.00	(19,155.00)	73,452.00	2,931.00	0.00	2,931.00	-96.0%
F. FUND BALANCE, RESERVES									
1) Beginning Fund Balance		9791	127,008.00	108,855.00	235,863.00	219,615.00	89,700.00	309,315.00	31.1%
a) As of July 1 - Unaudited		9793	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Audit Adjustments									
c) As of July 1 - Audited (F1a + F1b)			127,008.00	108,855.00	235,863.00	219,615.00	89,700.00	309,315.00	31.1%
d) Other Restatements		9795	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			127,008.00	108,855.00	235,863.00	219,615.00	89,700.00	309,315.00	31.1%
2) Ending Balance, June 30 (E + F1e)			219,615.00	89,700.00	309,315.00	222,546.00	89,700.00	312,246.00	0.9%
Components of Ending Fund Balance									
a) Nonspendable		9711	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Revolving Cash									
Stores		9712	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Restricted		9740	0.00	89,700.00	89,700.00	0.00	89,700.00	89,700.00	0.0%
c) Committed									
Stabilization Arrangements		9750	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
d) Assigned									
Other Assignments		9780	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
e) Unassigned/Unappropriated									
Reserve for Economic Uncertainties		9789	67,000.00	0.00	67,000.00	67,000.00	0.00	67,000.00	0.0%
Unassigned/Unappropriated Amount		9790	152,615.00	0.00	152,615.00	155,546.00	0.00	155,546.00	1.9%

Local Control Accountability Plan and Annual Update (LCAP) Template

Addendum: General instructions & regulatory requirements.

Appendix A: Priorities 5 and 6 Rate Calculations

Appendix B: Guiding Questions: Use as prompts (not limits)

LCFF Evaluation Rubrics [Note: this text will be hyperlinked to the LCFF Evaluation Rubric web page when it becomes available.]: Essential data to support completion of this LCAP. Please analyze the LEA's full data set; specific links to the rubrics are also provided within the template.

LEA Name Kashia School District

Contact Name and Title Francis Johnson,
Superintendent/Principal

Email and Phone fjohnson@scoe.org

2017-20 Plan Summary

THE STORY

Briefly describe the students and community and how the LEA serves them.

The Kashia Elementary School District is a school community where teaching and learning blend with Kashia culture and tradition, teaching children of their roots, while providing them wings for tomorrow. Within a learning climate that encourages innovation and creativity, children are nurtured to learn a broad-based academic curriculum infused with social skills necessary for their continuing education and future success.

It is the mission of Kashia Elementary School to provide a supportive and nurturing environment for all students.

Students acquire the basic skills of knowledge, along with the thinking skills needed for problem-solving and decision-making relevant to a changing and multi-cultural world. Our students learn to take responsibility for their behavior, develop an understanding and respect for the diversity of all life, understand and respect the Kashia culture and community, and develop a caring for others.

There are six fundamental goals that help us to our mission:

- Emphasizing excellence
- Teaching students the academic skills necessary to function in society
- Promoting an atmosphere that encourages compassion, acceptance, cooperation, and respect for self and others
- Preparing students to develop their full potential and unique qualities
- Providing a learning environment that integrates Kashia culture and language with academic skills.
- Developing and implementing effective and successful after-school learning programs to assist our students in their ability to apply their education, skills and confidence to successfully participate in Sonoma County-wide school events.

The school focuses on project-based learning and ways to embed the Pomo culture into curriculum.

Parents and community members make up the bulk of employees serving as classroom assistants, recess

coverage and food preparation. Nature trails are used for PE as well as counting and letters for the younger students.

LCAP HIGHLIGHTS

Identify and briefly summarize the key features of this year's LCAP.

The LCAP focus areas are student proficiency and student attendance as well as integrating Pomo language and traditions into everyday learning. Attention is given to teaching the whole child – heart, head and hands.

REVIEW OF PERFORMANCE

Based on a review of performance on the state indicators and local performance indicators included in the LCFF Evaluation Rubrics, progress toward LCAP goals, local self-assessment tools, stakeholder input, or other information, what progress is the LEA most proud of and how does the LEA plan to maintain or build upon that success? This may include identifying any specific examples of how past increases or improvements in services for low-income students, English learners, and foster youth have led to improved performance for these students.

The LEA has hired a fully credentialed teacher who has committed to two years of service for Kashia School District.

The classroom has been painted and revamped to be more appealing to learners. Custodial services are improving for classroom cleanliness which the students appreciate.

GREATEST PROGRESS

Nature trails have been carved through the woods for student use and Pomo music has been recorded to great students at school. Coastal community educational volunteers are bring a variety of curriculum to the classroom weekly including science, water, plankton and sound wave projects.

One of our greatest areas of progress was initiating a reading and math program through Great Leaps. An intervention counselor and assistant worked with students showing an average increase of 2.3 years in progress from the start of using the program.

Referring to the LCFF Evaluation Rubrics, identify any state indicator or local performance indicator for which overall performance was in the "Red" or "Orange" performance category or where the LEA received a "Not Met" or "Not Met for Two or More Years" rating. Additionally, identify any areas that the LEA has determined need significant improvement based on review of local performance indicators or other local indicators. What steps is the LEA planning to take to address these areas with the greatest need for improvement?

GREATEST NEEDS

Student attendance is still an area that needs quite a bit of focus. The school did offer attendance incentives and reward ceremonies. Kashia is working with EduAct to make a broader coastal effort to approve attendance in all coastal schools.

Referring to the LCFF Evaluation Rubrics, identify any state indicator for which performance for any student group was two or more performance levels below the "all student" performance. What steps is the LEA planning to take to address these performance gaps?

PERFORMANCE GAPS

There are no performance gaps identified on the Dashboard due to the small number of students at this necessary, small school. However, the teacher and administrator will continue to provide all required studies and focus on getting students to school on a more consistent basis incorporating a more board and comprehensive effort to approve school attendance,

INCREASED OR IMPROVED SERVICES

If not previously addressed, identify the two to three most significant ways that the LEA will increase or improve services for low-income students, English learners, and foster youth.

The school will continue to work on attendance.

Daily meals and snacks will continue to be served, the school will work on providing nutritious meals but work on making them more appealing.

The school will continue to provide employment opportunities for community members and parents.

BUDGET SUMMARY

Complete the table below. LEAs may include additional information or more detail, including graphics.

DESCRIPTION

AMOUNT

Total General Fund Budget Expenditures for LCAP Year

\$384,817

Total Funds Budgeted for Planned Actions/Services to Meet the Goals in the LCAP for LCAP Year

\$232,847

The LCAP is intended to be a comprehensive planning tool but may not describe all General Fund Budget Expenditures. Briefly describe any of the General Fund Budget Expenditures specified above for the LCAP year not included in the LCAP.

Not included above are expenses for: Board, business manager, PTO or van.

\$227,175

Total Projected LCFF Revenues for LCAP Year

Annual Update

LCAP Year Reviewed: 2018-19

Complete a copy of the following table for each of the LEA's goals from the prior year LCAP. Duplicate the table as needed.

Goal 1	Goal 1: Students will demonstrate an increase in proficiency in grade level standards	
State and/or Local Priorities Addressed by this goal: <div style="display: flex; justify-content: space-between; align-items: flex-end; padding: 10px;"> <div style="text-align: center;"> STATE <div style="display: flex; justify-content: space-around; width: 100%;"> <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> 6 <input checked="" type="checkbox"/> 7 <input checked="" type="checkbox"/> 8 </div> </div> <div style="text-align: center;"> COE <div style="display: flex; justify-content: space-around; width: 100%;"> <input type="checkbox"/> 9 <input type="checkbox"/> 10 </div> </div> <div style="text-align: center;"> LOCAL <div style="border-bottom: 1px solid black; width: 100%;"></div> </div> </div>		

ANNUAL MEASURABLE OUTCOMES

EXPECTED

1. 100% of teachers will be appropriately assigned and fully credentialed.
2. All students will have access to standards aligned curriculum (Common core and ELD standards)
3. 100% implementation of state board adopted academic content and performance standards will occur
4. All students, including unduplicated students, will have access to a broad course of study as applicable.
5. 80% of students will test proficient on the state mandate PE assessment.
6. There will be a 10% increase in students reading at grade level in AR.

ACTUAL

1. 100% of teachers were appropriately assigned and fully credentialed.
2. All students had access to standards aligned curriculum (Common core and ELD standards)
3. 100% implementation of state board adopted academic content and performance standards occurred.
4. All students, including unduplicated students, had access to a broad course of study as applicable.
5. This test did not occur as we did not have the students necessary to take the test.
6. TBD

ACTIONS / SERVICES

Duplicate the Actions/Services from the prior year LCAP and complete a copy of the following table for each. Duplicate the table as needed.

Action

1.1

Actions/Services

PLANNED	ACTUAL
1.1 A fully credentialed teacher will be hired and appropriately assigned; necessary staff will be hired and retained.	1.1 A fully credentialed teacher was hired, appropriately assigned and retained.
BUDGETED \$66,933 = Teacher with benefits Object = 1XXX & 3XXX Resource 0000/1400/5810 MGMT = 0100/1400/5810 \$113,867 = Superintendent/Principal 30%sup/con 70%base Resource = 0000/6500 Object 5838 MGMT 2700/6500/7150	ESTIMATED ACTUAL BASE & REAP Parent assistants were used to assist classroom instruction: \$3000 (Obj 5806 Services/ Mgmt 1000 Sup/Consent) Teacher was hired: \$34,205 (Obj 1xxx/3xxx Salary & Benefits Mgmt 0100 – Elem Ed) BASE \$15,601 (Obj 1xxx/3xxx Salary & Benefits Mgmt 1400 – EPA) BASE \$16,546 (Obj 1xxx/3xxx Salary & Benefits Mgmt 5810 – REAP) BASE 30% of Contracted Superintendent was used for Instruction \$34,162 (Obj 5838 Services Mgmt 2700/6500/7150 School & District Admin/RSP) Sup/Consent \$76,523 BASE Provides extra classroom support for students in need – pull out service.

Expenditures

ACTIONS / SERVICES

Duplicate the Actions/Services from the prior year LCAP and complete a copy of the following table for each. Duplicate the table as needed.

Action

1.2

Actions/Services

PLANNED	ACTUAL
1.2 There will be 100% implementation of required curriculum in ELA and Math. NGSS will be researched and piloted.	LOTTERY 1.2 There was 100% implementation of required CCSS aligned, curriculum in ELA and Math. NGSS was researched however, a pilot will begin next year.
BUDGETED Included in 1.1	ESTIMATED ACTUAL Included in 1.1.

Expenditures

ACTIONS / SERVICES

Duplicate the Actions/Services from the prior year LCAP and complete a copy of the following table for each. Duplicate the table as needed.

1.3

Action

PLANNED	ACTUAL
1.3 Students will be taken on structured walking/hiking activities to increase awareness of surrounding while, concurrently, increasing cardiovascular fitness.	1.3 Students were taken on structured walking/hiking activities to increase awareness of surrounding while, concurrently, increasing cardiovascular fitness. Additionally, aerobics videos were utilized due to requests by students, which increased student engagement.
BUDGETED	ESTIMATED ACTUAL
Included in action 1.1	Included in action 1.1

Actions/Services

Expenditures

ANALYSIS

Complete a copy of the following table for each of the LEA’s goals from the prior year LCAP. Duplicate the table as needed.

Use actual annual measurable outcome data, including performance data from the LCFF Evaluation Rubrics, as applicable.

Describe the overall effectiveness of the actions/services to achieve the articulated goal.	All aspects of this goal were substantially implemented as planned with the exception of piloting NGSS.
Describe the overall effectiveness of the actions/services to achieve the articulated goal as measured by the LEA.	This goal was effective in ensuring students have access to CCSS aligned curriculum and promoting engagement through attendance, differentiated instruction, and the retention of a teacher and administrator.
Explain material differences between Budgeted Expenditures and Estimated Actual Expenditures.	Employee expenditures were for teacher and 30% superintendent instead of two classroom aides. Parent assistants were partially used for classroom support. A part time resource specialist teacher was added for part of the year to support students receiving IEP's.
Describe any changes made to this goal, expected outcomes, metrics, or actions and services to achieve this goal as a result of this analysis and analysis of the LCFF Evaluation Rubrics, as applicable. Identify where those changes can be found in the LCAP.	Professional development and demonstration lessons on NGSS will be provided next year (action 1.4). Sports equipment was purchased in response to stakeholder feedback and is being monitored to provide safe and up to date equipment(action 1.5).

Goal 2

2: Parents will be involved in their students' education in order for students to be successful.

State and/or Local Priorities Addressed by this goal:

STATE ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8
COE ☐ 9 ☐ 10
LOCAL _____

ANNUAL MEASURABLE OUTCOMES

EXPECTED

50% of parents will participate in the LCAP Survey and provide input on the district's goals for increased student achievement.
75% of parents will attend school events as measured through observation and sign-in sheets.

ACTUAL

50% of parents participated in the parent, teacher group were they discuss school climate and make suggestions monthly.
100% of parents attended school events as measured through observation and sign-in sheets.

ACTIONS / SERVICES

Duplicate the Actions/Services from the prior year LCAP and complete a copy of the following table for each. Duplicate the table as needed.

Action

2.1

Actions/Services

PLANNED

2.1 Website will be maintained as a site for updated legal and community services.

ACTUAL

2.1 Website was minimally maintained by CBO most of the year, looking to hire expert services

Expenditures

BUDGETED
\$1000 Services

ESTIMATED ACTUAL

\$1000 Object = 5840 Services, Mgmt = 1000 - Sup/Con

Resource 0000
Object = 5840
MGMT = 1000

Website posting and maintenance happened minimally in 2018-19 by CBO, looking for available vendor.

ACTIONS / SERVICES

Duplicate the Actions/Services from the prior year LCAP and complete a copy of the following table for each. Duplicate the table as needed.

Action

2.2

Actions/Services

PLANNED

2.2 Parent Council newsletter will be sent to parents in hard copy.

ACTUAL

2.2 Parent Council was reinstated in the fall with parents and grandparents participating. No newsletters were sent out but many on sight gatherings occurred.

BUDGETED

No cost.

ESTIMATED ACTUAL

No cost.

Expenditures

ACTIONS / SERVICES

Duplicate the Actions/Services from the prior year LCAP and complete a copy of the following table for each. Duplicate the table as needed.

Action

2.3

Actions/Services

PLANNED

2.3 Principal will reach out personally to recruit parents to participate in school functions.

ACTUAL

2.3 Principal reached out personally to recruit parents to participate in school functions. She also included them as part of the classroom utilizing them as classroom assistants which was partially successful.

BUDGETED

No cost.

ESTIMATED ACTUAL

No cost.

Expenditures

ANALYSIS

Complete a copy of the following table for each of the LEA's goals from the prior year LCAP. Duplicate the table as needed.

Use actual annual measurable outcome data, including performance data from the LCFF Evaluation Rubrics, as applicable.

Describe the overall implementation of the actions/services to achieve the articulated goal.	All actions were substantially implemented as planned.
Describe the overall effectiveness of the actions/services to achieve the articulated goal as measured by the LEA.	The actions/services of this goal were effective as parent survey participation increased and it was visually observed by administration that parents were more visible and are beginning to communicate with both the administrator and teacher, on a regular basis. The parent teacher group was re-established mid-year and many parents/grandparents are attending.
Explain material differences between Budgeted Expenditures and Estimated Actual Expenditures.	No differences are expected.
Describe any changes made to this goal, expected outcomes, metrics, or actions and services to achieve this goal as a result of this analysis and analysis of the LCFF Evaluation Rubrics, as applicable. Identify where those changes can be found in the LCAP.	A concerted effort will be made through modeling and guidance, to inform parents on how to be effective classroom assistants with the support of our local EduAct group (new action 2.4).

Goal 3

3: Students will feel safe and secure at school in order too be successful.

State and/or Local Priorities Addressed by this goal:

STATE ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☒ 6 ☐ 7 ☐ 8
 COE ☐ 9 ☐ 10
 LOCAL _____

ANNUAL MEASURABLE OUTCOMES

EXPECTED

1. Facilities: Maintain "good" rating
2. Suspensions: Maintained at 0
3. Expulsions: Maintained at 0
4. CHKS – 75% of students will report feeling safe at school
5. Attendance rate to increase 2% over baseline established in 2015-16

ACTUAL

1. Facilities: Maintained "good" rating
2. Suspensions: Maintained at 0
3. Expulsions: Maintained at 0
4. CHKS – 100% of students will report feeling safe at school
5. Attendance rate decreased by at least 2%

ACTIONS / SERVICES

Duplicate the Actions/Services from the prior year LCAP and complete a copy of the following table for each. Duplicate the table as needed.

Action
n

1

PLANNED

Actions/Services

3.1 Provide counseling services for all students as needed

ACTUAL

3.1 Provided counseling services for all students as needed. Students were referred to the Indian Health Center. Nearby district provided a counselor for one day for one specific incident.

BUDGETED

Expenditures

ESTIMATED ACTUAL

No cost. Counseling services provided by tribal counsel.	-0-
---	-----

ACTIONS / SERVICES

Duplicate the Actions/Services from the prior year LCAP and complete a copy of the following table for each. Duplicate the table as needed.

Action
2

Actions/Services	PLANNED 3.2 Provide character building/social/emotional curriculum.	ACTUAL 3.2 Provided character building/social/emotional curriculum and incorporated native American studies and values..
Expenditures	BUDGETED \$3000 = Supplies Resource 0000/1100 Object 4310 MGMT 0100/1100	ESTIMATED ACTUAL \$3830 Object = 4310 supplies Mgmt = 0100/1100 Lottery BASE Instructional materials.

ACTIONS / SERVICES

Duplicate the Actions/Services from the prior year LCAP and complete a copy of the following table for each. Duplicate the table as needed.

Action
3

Actions/Services	PLANNED 3.3 Maintain current facilities with janitorial services and maintenance repairs and supplies.	ACTUAL 3.3 Maintained current facilities with janitorial services and maintenance repairs and supplies.
Expenditures	BUDGETED \$29,800 = Facilities and Custodial Resource = 0000 Objects = 4xxx & 5xxx	ESTIMATED ACTUAL \$30,800 OBJ 4xxx to 5xxx supplies and services (Mgmt 8110 maintenance & 8200 custodial) BASE

ANALYSIS

Complete a copy of the following table for each of the LEA's goals from the prior year LCAP. Duplicate the table as needed.

Use actual annual measurable outcome data, including performance data from the LCFF Evaluation Rubrics, as applicable.

Describe the overall implementation of the actions/services to achieve the articulated goal.

Describe the overall effectiveness of the actions/services to achieve the articulated goal as measured by the LEA.

Explain material differences between Budgeted Expenditures and Estimated Actual Expenditures.

Describe any changes made to this goal, expected outcomes, metrics, or actions and services to achieve this goal as a result of this analysis and analysis of the LCFF Evaluation Rubrics, as applicable. Identify where those changes can be found in the LCAP.

Providing counseling services is challenging however, effort continues to be made on this regard. Implementation was partial due to limited counseling resources.

This goal was effective as students reported on their survey that they feel safe to come to school.

Fencing was installed, windows were broken and replaced, inside classrooms were remodeled and painted.

Increased efforts to use outside counseling services for family substance abuse and student support, will be made (modified action 3.1). Students will be given increased opportunities to be part of the school community through service learning and utilization of the Character First Curriculum (modified action 3.3). A mentor system with Sonoma County Office of Education was utilized for our intern teacher

Goal 4

4: Students will be engaged in their learning

State and/or Local Priorities Addressed by this goal:

STATE ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 6 ☐ 7 ☒ 8
COE ☐ 9 ☐ 10

ANNUAL MEASURABLE OUTCOMES**EXPECTED**

1. Increase attendance to 85%
2. Decrease chronic absenteeism by 2% of current rate
3. All students will participate in curriculum on the Pomo language as indicated by the instructional schedule

ACTUAL

1. Decreased attendance to 83%
2. Chronic absenteeism maintained due to a student coming who has not attend school for 2 years. He now attends occasionally.
3. All students participated in curriculum on the Pomo music. Pomo verbal and written language will be a focus next year.

ACTIONS / SERVICES

Duplicate the Actions/Services from the prior year LCAP and complete a copy of the following table for each. Duplicate the table as needed.

Action

1

Actions/Services

PLANNED

- 4.1 Reduce absenteeism by providing incentives, and support parents to get students to school, and provide engaging curriculum on the Pomo culture and language

ACTUAL

- 4.1 Absenteeism was not reduced although we did provide points and rewards to students. We did a triple monitoring system also, to track attendance. We met with parents to discuss reasons for tardies. We bought students alarm clocks and taught them how to use them. Parents were given drug information to encourage better health and the importance of good modeling for students. Focus on the Pomo music occurred through the first semester, via recordings of traditional music for historical and cultural purposes and future lessons.

BUDGETED

\$4,000 Native American studies included music and language

ESTIMATED ACTUAL

\$4000 OBJ 1xxx salary, 3xxx benefits, 4xxx supplies, 5xxx services (Mgmt 4510 Title 7) Sup & Consent

Expenditures

Resource = 4510 Objects = 1xxx to 5xxx MGMT = 4510	Provided Native American basket weaving, music & language.
--	--

ACTIONS / SERVICES

Duplicate the Actions/Services from the prior year LCAP and complete a copy of the following table for each. Duplicate the table as needed.

Action **2**

Actions/Services	PLANNED 4.2 Integrate technology into the Make space of the classroom	ACTUAL 4.2 Integrated technology into the Make space of the classroom
Expenditures	BUDGETED \$3000 IT Services Resource 0000 Object 5840 MGMT 1000	ESTIMATED ACTUAL \$1000 Obj 5840 services (MGMT 0100 Sup & Consent) Assisted with computers, technology learning, native American studies and parent involvement "movie" night, did not happen for most of the year due to lack of vendor/employee.

ACTIONS / SERVICES

Duplicate the Actions/Services from the prior year LCAP and complete a copy of the following table for each. Duplicate the table as needed.

Action **3**

Actions/Services	PLANNED 4.3 Provide lunch at no cost to students	ACTUAL 4.3 Provided lunch at no cost to students
Expenditures	BUDGETED \$4000 school meals Resource 0000	ESTIMATED ACTUAL \$4000= 4xxx supplies & 5xxx services (Mgmt 3700 Food Services) Sup & Consent

Object 4xxx to 5xxx
MGMT 3700

Provided lunch and snacks to students free of charge.

ANALYSIS

Complete a copy of the following table for each of the LEA's goals from the prior year LCAP. Duplicate the table as needed.

Use actual annual measurable outcome data, including performance data from the LCFF Evaluation Rubrics, as applicable.

Describe the overall implementation of the actions/services to achieve the articulated goal.

Describe the overall effectiveness of the actions/services to achieve the articulated goal as measured by the LEA.

Explain material differences between Budgeted Expenditures and Estimated Actual Expenditures.

Describe any changes made to this goal, expected outcomes, metrics, or actions and services to achieve this goal as a result of this analysis and analysis of the LCFF Evaluation Rubrics, as applicable. Identify where those changes can be found in the LCAP.

This goal was partially implemented. The Pomo language will be addressed next year

The actions and services were only somewhat effective. Due to the unique culture of the community, it is difficult to get students to school on a regular basis. However, students are showing evidence of learning and the general atmosphere has improved suggesting there is increased engagement.

No changes to be expected for expenditures.

Technology was used to create a yearbook with the support of local volunteers, the students uploaded pictures and memories from the last two school years to create a fabulous memory book. (modified action 4.2).

Stakeholder Engagement

LCAP Year

☒ 2017-18 ☐ 2018-19 ☐ 2019-20

INVOLVEMENT PROCESS FOR LCAP AND ANNUAL UPDATE

How, when, and with whom did the LEA consult as part of the planning process for this LCAP/Annual Review and Analysis?

Board Meetings - May 8th, and June 5th.

Surveys were distributed in May and June, 2018: Since then, research and input has been through the parent, teacher group and the EduAct volunteers as well as open board meetings.

Collective Bargaining Unit - We do not have a union or CBU.

IMPACT ON LCAP AND ANNUAL UPDATE

How did these consultations impact the LCAP for the upcoming year?

Parents: Are generally happy with how the school is run, the teacher's, proximity of the school, and the learning that is taking place. They expressed an interest in developing a baseball field. That may not be possible in the coming year but we will be purchasing sports equipment, having more Career Days, increased number of field trips aligned with core curriculum, and expanding the garden with native plants and herbs. We will be having monthly community gatherings that focus on celebrating the Pomo Kashia culture, food, and ethnicity. Drug counseling will be sought out through reaching out community resources and organizations.

Teachers: Will include more art projects in the instructional day with a big focus on holidays and cultural events.

Students: Expressed a need for jump ropes, and sports activities which were purchased.

Board: The Board was in agreement with the above and encouraged development of cultural studies on the surrounding Pomo community.

Goals, Actions, & Services

Strategic Planning Details and Accountability

Complete a copy of the following table for each of the LEA's goals. Duplicate the table as needed.

☐ New
 ☒ Modified
 ☐ Unchanged

Goal 1	Goal 1: Students will demonstrate an increase in proficiency in grade level standards
---------------	---

State and/or Local Priorities Addressed by this goal:

STATE ☒ 1 ☒ 2 ☐ 3 ☒ 4 ☐ 5 ☐ 6 ☒ 7 ☒ 8
 COE ☐ 9 ☐ 10
 LOCAL _____

Identified Need

Based on observation and local indicators, students need a more dedicated curriculum, structure and nurturing, to increase their academic achievement and engagement.
 N/A: API, A-G/CTE, AP, EAP, CELDT/Reclassification rates
 Students are all performing below grade level (CAASPP results unavailable – they will be used as a baseline)

EXPECTED ANNUAL MEASURABLE OUTCOMES

Metrics/Indicators	Baseline		
	2017-18	2018-19	2019-20
Number of teachers and credential information as reported to HR	100% of teachers will be appropriately assigned and fully credentialed.	Maintain 100%	Maintain 100%
% of Materials CCSS aligned per observation by administration	All students will have access to standards aligned curriculum (Common core and ELD standards)	All students will have access to standards aligned curriculum (Common core and ELD standards)	All students will have access to standards aligned curriculum (Common core and ELD standards)
% of implementation per observation by administration	100% implementation of state board adopted academic content and performance standards will	100% implementation of state board adopted academic content and performance standards will	100% implementation of state board adopted academic content and performance standards will

	occur	occur	occur	occur
Courses offered for a broad course of study as observed through lesson plans/report cards	All students, including unduplicated students, will have access to a broad course of study as applicable.	All students, including unduplicated students, will have access to a broad course of study as applicable.	All students, including unduplicated students, will have access to a broad course of study as applicable.	All students, including unduplicated students, will have access to a broad course of study as applicable.
Local and State PE assessments	80% of students will test proficient on the state mandate PE assessment.	85% of students will test proficient on the state mandate PE assessment.	87% of students will test proficient on the state mandate PE assessment.	90% of students will test proficient on the state mandate PE assessment.
AR scores record by teacher	Students are one AR level below grade level.	There will be a 10% increase in students reading at grade level in AR.	There will be a 5% increase in students reading at grade level in AR.	There will be a 5% increase in students reading at grade level in AR.
Math scores record by teacher	100% of students are below grade level.	All students tested scored Nearly Met or Not Met on standards for CAASPP.	Intervention Specialist be hired for Math and Reading Intervention, scores are expected to increase at least 2% within the 2018-19 school year.	There will be an additional 2% increase in students math scores towards the goal of being at grade level in Math.

PLANNED ACTIONS / SERVICES

Complete a copy of the following table for each of the LEA's Actions/Services. Duplicate the table, including Budgeted Expenditures, as needed.

Action **1**

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	<input type="checkbox"/> All	<input type="checkbox"/> Students with Disabilities	<input type="checkbox"/> [Specific Student Group(s)]
Location(s)	<input type="checkbox"/> All schools	<input type="checkbox"/> Specific Schools:	<input type="checkbox"/> Specific Grade spans:

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	<input type="checkbox"/> English Learners	<input type="checkbox"/> Foster Youth	<input checked="" type="checkbox"/> Low Income
Scope of Services	<input checked="" type="checkbox"/> LEA-wide	<input type="checkbox"/> Schoolwide	<input type="checkbox"/> Limited to Unduplicated Student Group(s)
Location(s)	<input type="checkbox"/> All schools	<input type="checkbox"/> Specific Schools:	<input type="checkbox"/> Specific Grade spans:

ACTIONS/SERVICES

2017-18

2018-19

2019-20

<input type="checkbox"/> New	<input type="checkbox"/> Modified	<input checked="" type="checkbox"/> Unchanged	<input type="checkbox"/> New	<input type="checkbox"/> Modified	<input checked="" type="checkbox"/> Unchanged
------------------------------	-----------------------------------	---	------------------------------	-----------------------------------	---

A fully credentialed teacher will be hired and appropriately assigned; necessary staff, including a Principal/Superintendent who offers pull out education for small groups, and parent classroom assistants will be hired and retained.

A fully credentialed teacher was hired and appropriately assigned; necessary staff, including a Principal/Superintendent who offers pull out education for small groups, and parent classroom assistants will be hired and retained.

A fully credentialed teacher was hired and appropriately assigned; necessary staff, including a Principal/Superintendent who offers pull out education for small groups, and parent classroom assistants will be hired and retained.

BUDGETED EXPENDITURES

2017-18

2018-19

2019-20

Amount	\$65,402	Amount	\$66,352	Amount	\$76,523
Source	BASE	Source	BASE	Source	BASE
Budget Reference	OBJ 1xxx/3xxx salary & benefits	Budget Reference	OBJ 1xxx/3xxx salary & benefits	Budget Reference	OBJ 1xxx/3xxx salary & benefits
	MGMT 0100-Elem Ed/1400-EPA/5810-REAP		MGMT 0100-Elem Ed/1400- EPA/5810-REAP		MGMT 0100-Elem Ed/1400- EPA/5810-REAP

2017-18

2018-19

2019-20

Amount	\$110,551 (\$33,165/\$77,386)	Amount	\$113,872 (\$34,162/\$79,710)	Amount	\$117,288 (\$35,186/\$82,102)
Source	30% SUPP & CONC 70% BASE	Source	30% SUPP & CONC 70% BASE	Source	30% SUPP & CONC 70% BASE
Budget Reference	OBJ 5838 Services (contracted through SCOE)	Budget Reference	OBJ 5838 Services (contracted through SCOE)	Budget Reference	OBJ 5838 Services (contracted through SCOE)
	MGMT 2700-School Admin/7150-District Admin/6500-RSP		MGMT 2700-School Admin/7150-District Admin/6500-RSP		MGMT 2700-School Admin/7150-District Admin/6500-RSP

Action

2

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served ☒ All ☐ Students with Disabilities ☐ [Specific Student Group(s)]
 Location(s) ☒ All schools ☐ Specific Schools: ☐ Specific Grade spans:

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served ☐ English Learners ☐ Foster Youth ☐ Low Income
 Scope of Services ☐ LEA-wide ☐ Schoolwide ☐ Limited to Unduplicated Student Group(s)
 Location(s) ☐ All schools ☐ Specific Schools: ☐ Specific Grade spans:

ACTIONS/SERVICES

2017-18

2018-19

2019-20

☐ New ☒ Modified ☐ Unchanged ☐ New ☐ Modified ☒ Unchanged

Curriculum will continue to be updated to reflect integration and implementation of CCSS.

Curriculum will continue to be updated to reflect integration and implementation of CCSS.

Curriculum will continue to be updated to reflect integration and implementation of CCSS.

BUDGETED EXPENDITURES

2017-18

2018-19

2019-20

Amount	\$2000	\$3830	\$4600
Source	BASE	BASE	BASE
Budget Reference	OBJ 4310 supplies MGMT 1100 Lottery	OBJ 4310 supplies MGMT 1100 Lottery/0100 Elem Ed	OBJ 4310 supplies MGMT 1100 Lottery/0100 Elem Ed

Action

3

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served ☒ All ☐ Students with Disabilities ☐ [Specific Student Group(s)]

Location(s) ☒ All schools ☐ Specific Schools: _____ ☐ Specific Grade spans: _____

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served ☐ English Learners ☐ Foster Youth ☐ Low Income

Scope of Services ☐ LEA-wide ☐ Schoolwide ☐ Limited to Unduplicated Student Group(s)

Location(s) ☐ All schools ☐ Specific Schools: _____ ☐ Specific Grade spans: _____

ACTIONS/SERVICES

2017-18	2018-19	2019-20
<input type="checkbox"/> New <input checked="" type="checkbox"/> Modified <input type="checkbox"/> Unchanged	<input type="checkbox"/> New <input checked="" type="checkbox"/> Modified <input type="checkbox"/> Unchanged	<input type="checkbox"/> New <input type="checkbox"/> Modified <input checked="" type="checkbox"/> Unchanged

Purchase sports equipment. Replace broken and worn sports equipment.

BUDGETED EXPENDITURES

2017-18	2018-19	2019-20
Amount \$500	Amount \$202	Amount \$200
Source BASE	Source BASE	Source BASE
Budget Reference OBJ 4315 PE Supplies MGMT 0100 Elem Ed	Budget Reference OBJ 4315 PE Supplies MGMT 0100 Elem Ed	Budget Reference OBJ 4315 PE Supplies MGMT 0100 Elem Ed

<input type="checkbox"/> New <input type="checkbox"/> Modified <input checked="" type="checkbox"/> Unchanged
<h2>Goal 2</h2>
Parents will be involved in their students' education in order for students to be successful.

State and/or Local Priorities Addressed by this goal:

STATE ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8

COE ☐ 9 ☐ 10

LOCAL _____

Identified Need

All parents, including parents of ELs, low income, foster youth and students with disabilities, need to be involved in their students' education through increased opportunities to provide input on district decisions; and increased opportunities for engagement.

EXPECTED ANNUAL MEASURABLE OUTCOMES				
Metrics/Indicators	Baseline	2017-18	2018-19	2019-20
Parent participation in the LCAP Survey to provide input on the district's goals for increased student achievement	50%	65% Participation	75% Participation	85% Participation
Parents will attendance at school events as measured through observation and sign-in sheets	100%	100% Attendance	100% Attendance	100% Attendance

PLANNED ACTIONS / SERVICES

Complete a copy of the following table for each of the LEA's Actions/Services. Duplicate the table, including Budgeted Expenditures, as needed.

Action 1

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served

☐ All

☐ Students with Disabilities

☐ [Specific Student Group(s)]

Location(s)

☐ All schools

☐ Specific Schools: _____

☐ Specific Grade spans: _____

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served

☐ English Learners

☐ Foster Youth

☒ Low Income

Scope of Services

☒ LEA-wide

☐ Schoolwide

☐ Limited to Unduplicated Student Group(s)

Location(s)

☒ All schools

☐ Specific Schools: _____

☐ Specific Grade spans: _____

ACTIONS/SERVICES

2017-18

☐ New

☐ Modified

☒ Unchanged

2018-19

☐ New

☐ Modified

☒ Unchanged

2019-20

☐ New

☐ Modified

☒ Unchanged

2.1 Website will be maintained as a site for updated legal and community services	2.1 Website will be maintained as a site for updated legal and community services	2.1 Website will be maintained as a site for updated legal and community services
---	---	---

BUDGETED EXPENDITURES

2017-18	2018-19	2019-20
Amount	Amount	Amount
\$1000	\$1000	\$1000
Source	Source	Source
SUPP & CONC	SUPP & CONC	SUPP & CONC
Budget Reference	Budget Reference	Budget Reference
OBJ 5840 services/ MGMT 1000 Supp&Conc	OBJ 5840 services/ MGMT 1000 Supp&Conc	OBJ 5840 services/ MGMT 1000 Supp&Conc

Action **2**

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	<input checked="" type="checkbox"/> All	<input type="checkbox"/> Students with Disabilities	<input type="checkbox"/> [Specific Student Group(s)]
Location(s)	<input checked="" type="checkbox"/> All schools	<input type="checkbox"/> Specific Schools:	<input type="checkbox"/> Specific Grade spans:

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	<input type="checkbox"/> English Learners	<input type="checkbox"/> Foster Youth	<input type="checkbox"/> Low Income
Scope of Services	<input type="checkbox"/> LEA-wide	<input type="checkbox"/> Schoolwide	<input type="checkbox"/> Limited to Unduplicated Student Group(s)
Location(s)	<input type="checkbox"/> All schools	<input type="checkbox"/> Specific Schools:	<input type="checkbox"/> Specific Grade spans:

ACTIONS/SERVICES

2017-18	2018-19	2019-20
<input type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> New
<input checked="" type="checkbox"/> Modified	<input type="checkbox"/> Modified	<input type="checkbox"/> Modified
<input type="checkbox"/> Unchanged	<input type="checkbox"/> Unchanged	<input checked="" type="checkbox"/> Unchanged
Superintendent will publish a monthly newsletter that will be distributed in hard copy.	Superintendent will publish a monthly newsletter that will be distributed in hard copy.	Superintendent will publish a monthly newsletter that will be distributed in hard copy.

BUDGETED EXPENDITURES

2017-18	2018-19	2019-20
----------------	----------------	----------------

Amount	N/A	Amount	N/A	Amount	N/A
Source	N/A	Source	N/A	Source	N/A
Budget Reference	N/A	Budget Reference	N/A	Budget Reference	N/A

☐ New
☐ Modified
☒ Unchanged

Goal 3

Students will feel safe and secure at school in order too be successful

State and/or Local Priorities Addressed
by this goal:

STATE ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8

COE ☐ 9 ☐ 10

LOCAL _____

Identified Need

Students need to feel safe and secure at school in order to be successful. There has been some aggressive behavior experienced by students at school leading to students feeling unsafe (as noted through observation).

N/A: MS and HS drop out rates, HS grad rate

EXPECTED ANNUAL MEASURABLE OUTCOMES

Metrics/Indicators	Baseline			2017-18		2018-19		2019-20	
	FIT Inspection	"Good" rating		Maintain Good rating.		Maintain Good rating.		Maintain Good rating.	
Number of Suspensions as reported by teacher	0			Maintain at 0		Maintain at 0		Maintain at 0	
Number of Expulsions as reported by teacher	0			Maintain at 0		Maintain at 0		Maintain at 0	
CHKS or Local Survey on alternating years	100% of students report feeling safe			Maintenance of 100% of students report feeling safe.		Maintenance of 100% of students report feeling safe.		Maintenance of 100% of students report feeling safe.	

PLANNED ACTIONS / SERVICES

Complete a copy of the following table for each of the LEA's Actions/Services. Duplicate the table, including Budgeted Expenditures, as needed.

Action 1

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	<input checked="" type="checkbox"/> All	<input type="checkbox"/> Students with Disabilities	<input type="checkbox"/> [Specific Student Group(s)]
Location(s)	<input checked="" type="checkbox"/> All schools	<input type="checkbox"/> Specific Schools:	<input type="checkbox"/> Specific Grade spans:

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	<input type="checkbox"/> English Learners	<input type="checkbox"/> Foster Youth	<input type="checkbox"/> Low Income
Scope of Services	<input type="checkbox"/> LEA-wide	<input type="checkbox"/> Schoolwide	<input type="checkbox"/> Limited to Unduplicated Student Group(s)
Location(s)	<input type="checkbox"/> All schools	<input type="checkbox"/> Specific Schools:	<input type="checkbox"/> Specific Grade spans:

ACTIONS/SERVICES

2017-18

2018-19

2019-20

<input type="checkbox"/> New	<input checked="" type="checkbox"/> Modified	<input type="checkbox"/> Unchanged	<input type="checkbox"/> New	<input type="checkbox"/> Modified	<input checked="" type="checkbox"/> Unchanged
Utilize local resources and the Tribal Council to provide counseling support for both parents and students.			Utilize local resources and the Tribal Council to provide counseling support for both parents and students.		

BUDGETED EXPENDITURES

2017-18

2018-19

2019-20

Amount	N/A	Amount	N/A	Amount	N/A
Source	N/A	Source	N/A	Source	N/A
Budget Reference	N/A	Budget Reference	N/A	Budget Reference	N/A

Action 2

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	All	Students with Disabilities	[Specific Student Group(s)]
Location(s)	<input checked="" type="checkbox"/> All schools	<input type="checkbox"/> Specific Schools:	<input type="checkbox"/> Specific Grade spans:

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:			
Students to be Served	<input type="checkbox"/> English Learners	<input type="checkbox"/> Foster Youth	<input type="checkbox"/> Low Income
Scope of Services	<input type="checkbox"/> LEA-wide	<input type="checkbox"/> Schoolwide	<input type="checkbox"/> Limited to Unduplicated Student Group(s)
Location(s)	<input type="checkbox"/> All schools	<input type="checkbox"/> Specific Schools:	<input type="checkbox"/> Specific Grade spans:

ACTIONS/SERVICES

2017-18	2018-19	2019-20
<input type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> New
<input checked="" type="checkbox"/> Modified	<input type="checkbox"/> Modified	<input type="checkbox"/> Modified
<input type="checkbox"/> Unchanged	<input checked="" type="checkbox"/> Unchanged	<input checked="" type="checkbox"/> Unchanged

Students will be given responsibilities for maintaining the school as a way to instill good character. The Teacher will use the Character First curriculum to continue character building and social/emotional support.	Students will be given responsibilities for maintaining the school as a way to instill good character. The Teacher will use the Character First curriculum to continue character building and social/emotional support.	Students will be given responsibilities for maintaining the school as a way to instill good character. The Teacher will use the Character First curriculum to continue character building and social/emotional support.
---	---	---

BUDGETED EXPENDITURES

2017-18	2018-19	2019-20
Amount	N/A	N/A
Source	N/A	N/A
Budget Reference	N/A	N/A

Action **3**

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:			
Students to be Served	<input checked="" type="checkbox"/> All	<input type="checkbox"/> Students with Disabilities	<input type="checkbox"/> [Specific Student Group(s)]
Location(s)	<input checked="" type="checkbox"/> All schools	<input type="checkbox"/> Specific Schools:	<input type="checkbox"/> Specific Grade spans:

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served ☐ English Learners ☐ Foster Youth ☐ Low Income

Scope of Services ☐ LEA-wide ☐ Schoolwide ☐ Limited to Unduplicated Student Group(s) OR

Location(s) ☐ All schools ☐ Specific Schools: ☐ Specific Grade spans: ☐

ACTIONS/SERVICES

2017-18

☐ New ☐ Modified ☒ Unchanged

Maintain current facilities with janitorial services and maintenance repairs and supplies.

2018-19

☐ New ☐ Modified ☒ Unchanged

Maintain current facilities with janitorial services and maintenance repairs and supplies.

2019-20

☐ New ☐ Modified ☒ Unchanged

Maintain current facilities with janitorial services and maintenance repairs and supplies.

BUDGETED EXPENDITURES

2017-18

Amount \$31,735

Source BASE

Budget Reference OBJ 2xxx-5xxx /MGMT 8110 maintenance & 8200 custodial

2018-19

Amount \$30,800

Source BASE

Budget Reference OBJ 4xxx-5xxx /MGMT 8110 maintenance & 8200 custodial

2019-20

Amount \$30,400

Source BASE

Budget Reference OBJ 4xxx-5xxx /MGMT 8110 maintenance & 8200 custodial

Goal 4

☐ New

☐ Modified

☒ Unchanged

Students will be engaged in their learning.

State and/or Local Priorities Addressed by this goal:

STATE ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8

COE ☐ 9 ☐ 10

LOCAL

Identified Need

There is low attendance and chronic absenteeism.

EXPECTED ANNUAL MEASURABLE OUTCOMES

Metrics/Indicators	Baseline			2019-20
	2017-18	2018-19	2019-20	
Attendance rate as reported in CALPADs	83%	87%	89%	91%
Chronic Absenteeism rate as reported in CALPADs	9% of total number of students	9% of total number of students	9% of total number of students	0% of total number of students
Student participation rate in Pomo Language Instruction measured through observation	0% - instruction has not occurred	65% participation	75% participation	100% participation

PLANNED ACTIONS / SERVICES

Complete a copy of the following table for each of the LEA's Actions/Services. Duplicate the table, including Budgeted Expenditures, as needed.

Action **1**

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served ☐ All ☐ Students with Disabilities ☐ [Specific Student Group(s)]

Location(s) ☐ All schools ☐ Specific Schools: _____ ☐ Specific Grade spans: _____

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served ☐ English Learners ☐ Foster Youth ☒ Low Income

Scope of Services ☒ LEA-wide ☐ Schoolwide ☐ Limited to Unduplicated Student Group(s)

Location(s) ☒ All schools ☐ Specific Schools: _____ ☐ Specific Grade spans: _____

ACTIONS/SERVICES

2017-18

☐ New ☐ Modified ☒ Unchanged

2018-19

☐ New ☐ Modified ☒ Unchanged

2019-20

☐ New ☐ Modified ☒ Unchanged

Reduce absenteeism by providing incentives, and

Reduce absenteeism by providing incentives, and

Reduce absenteeism by providing incentives, and

support parents to get students to school, and provide engaging curriculum on the Pomo culture and language.	support parents to get students to school, and provide engaging curriculum on the Pomo culture and language.	support parents to get students to school, and provide engaging curriculum on the Pomo culture and language.
--	--	--

BUDGETED EXPENDITURES

2017-18	2018-19	2019-20
Amount	Amount	Amount
\$4000	\$4000	\$4000
Source	Source	Source
Title 7	Title 7	Title 7
Budget Reference	Budget Reference	Budget Reference
OBJ 1xxx-4xxx/MGMT 4510 Title 7	OBJ 1xxx-4xxx/MGMT 4510 Title 7	OBJ 1xxx-4xxx/MGMT 4510 Title 7

Action **2**

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	<input type="checkbox"/> All <input type="checkbox"/> Students with Disabilities <input type="checkbox"/> [Specific Student Group(s)]
Location(s)	<input type="checkbox"/> All schools <input type="checkbox"/> Specific Schools: _____ <input type="checkbox"/> Specific Grade spans: _____

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	<input type="checkbox"/> English Learners <input type="checkbox"/> Foster Youth <input checked="" type="checkbox"/> Low Income
Scope of Services	<input checked="" type="checkbox"/> LEA-wide <input type="checkbox"/> Schoolwide <input type="checkbox"/> Limited to Unduplicated Student Group(s) OR <input type="checkbox"/> Limited to Unduplicated Student Group(s)
Location(s)	<input checked="" type="checkbox"/> All schools <input type="checkbox"/> Specific Schools: _____ <input type="checkbox"/> Specific Grade spans: _____

ACTIONS/SERVICES

2017-18	2018-19	2019-20
<input type="checkbox"/> New <input checked="" type="checkbox"/> Modified <input type="checkbox"/> Unchanged	<input type="checkbox"/> New <input type="checkbox"/> Modified <input checked="" type="checkbox"/> Unchanged	<input type="checkbox"/> New <input type="checkbox"/> Modified <input checked="" type="checkbox"/> Unchanged
Use technology to publish a school-wide yearbook.	Use technology to publish a school-wide yearbook.	Use technology to publish a school-wide yearbook.

BUDGETED EXPENDITURES

2017-18	2018-19	2019-20
Amount	Amount	Amount
\$100	\$400	\$200
Source	Source	Source
Supp&Conc.	Supp&Conc.	Supp&Conc.
Budget Reference	Budget Reference	Budget Reference
OBJ 4397/ MGMT 1000 sup/con	OBJ 4397/ MGMT 0100 Elem Ed	OBJ 4397/ MGMT 0100 Elem Ed

Action **3**

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	<input type="checkbox"/> All	<input type="checkbox"/> Students with Disabilities	<input type="checkbox"/> [Specific Student Group(s)]
Location(s)	<input type="checkbox"/> All schools	<input type="checkbox"/> Specific Schools:	<input type="checkbox"/> Specific Grade spans:

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	<input type="checkbox"/> English Learners	<input type="checkbox"/> Foster Youth	<input checked="" type="checkbox"/> Low Income
Scope of Services	<input checked="" type="checkbox"/> LEA-wide	<input type="checkbox"/> Schoolwide	OR <input type="checkbox"/> Limited to Unduplicated Student Group(s)
Location(s)	<input checked="" type="checkbox"/> All schools	<input type="checkbox"/> Specific Schools:	<input type="checkbox"/> Specific Grade spans:

ACTIONS/SERVICES

2017-18	2018-19	2019-20
<input type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> New
<input type="checkbox"/> Modified	<input type="checkbox"/> Modified	<input type="checkbox"/> Modified
<input checked="" type="checkbox"/> Unchanged	<input checked="" type="checkbox"/> Unchanged	<input checked="" type="checkbox"/> Unchanged
Provide lunch at no cost to students	Provide lunch at no cost to students	Provide lunch at no cost to students

BUDGETED EXPENDITURES

2017-18	2018-19	2019-20
Amount	Amount	Amount
\$4300	\$4000	\$4000
Source	Source	Source
SUPP&CONC	SUPP&CONC	SUPP&CONC
Budget Reference	Budget Reference	Budget Reference
OBJ 2xxx-5xxx/MGMT 3700 food services	OBJ 4xxx-5xxx/MGMT 3700 food services	OBJ 4xxx-5xxx/MGMT 3700 food services

Action **4**

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	<input type="checkbox"/> All	<input type="checkbox"/> Students with Disabilities	<input type="checkbox"/> [Specific Student Group(s)]
Location(s)	<input type="checkbox"/> All schools	<input type="checkbox"/> Specific Schools:	<input type="checkbox"/> Specific Grade spans:

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	<input type="checkbox"/> English Learners	<input type="checkbox"/> Foster Youth	<input checked="" type="checkbox"/> Low Income
Scope of Services	<input checked="" type="checkbox"/> LEA-wide	<input type="checkbox"/> Schoolwide	<input type="checkbox"/> Limited to Unduplicated Student Group(s)
Location(s)	<input checked="" type="checkbox"/> All schools	<input type="checkbox"/> Specific Schools:	<input type="checkbox"/> Specific Grade spans:

ACTIONS/SERVICES

2017-18

<input type="checkbox"/> New	<input checked="" type="checkbox"/> Modified	<input type="checkbox"/> Unchanged	<input type="checkbox"/> New	<input type="checkbox"/> Modified	<input checked="" type="checkbox"/> Unchanged
Provide Instructional Parent Assistants			Provide Instructional Assistants		

2018-19

2019-20

BUDGETED EXPENDITURES

2017-18

Amount	\$3,000	Amount	\$6,000	Amount	0
Source	SUPP&CONC	Source	SUPP&CONC	Source	SUPP&CONC
Budget Reference	OBJ 5805 & 5806 Services MGMT 1000 Supp & Conc	Budget Reference	OBJ 5805 & 5806 Services MGMT 1000 Supp & Conc	Budget Reference	Hiring RSP Aide to cover classroom assistance

2018-19

2019-20

Action **5**

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	All	Students with Disabilities	[Specific Student Group(s)]
Location(s)	<input type="checkbox"/> All schools	<input type="checkbox"/> Specific Schools:	<input type="checkbox"/> Specific Grade spans:

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:			
Students to be Served	<input type="checkbox"/> English Learners	<input type="checkbox"/> Foster Youth	<input checked="" type="checkbox"/> Low Income
Scope of Services	<input checked="" type="checkbox"/> LEA-wide	<input type="checkbox"/> Schoolwide	<input type="checkbox"/> Limited to Unduplicated Student Group(s)
Location(s)	<input checked="" type="checkbox"/> All schools	<input type="checkbox"/> Specific Schools:	<input type="checkbox"/> Specific Grade spans:

ACTIONS/SERVICES

2017-18	2018-19	2019-20
<input type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> New
<input checked="" type="checkbox"/> Modified	<input type="checkbox"/> Modified	<input type="checkbox"/> Modified
<input type="checkbox"/> Unchanged	<input checked="" type="checkbox"/> Unchanged	<input checked="" type="checkbox"/> Unchanged
Provide Integrated Technology to improve equitable access to the curriculum	Provide Integrated Technology to improve equitable access to the curriculum	Provide Integrated Technology to improve equitable access to the curriculum

BUDGETED EXPENDITURES

2017-18	2018-19	2019-20
Amount	Amount	Amount
\$1,595	\$4,000	\$1,500
Source	Source	Source
SUPP&CONC	SUPP&CONC	SUPP&CONC
Budget Reference	Budget Reference	Budget Reference
OBJ 5840 services MGMT 1000 Supp & Conc	OBJ 5840 services MGMT 1000 Supp & Conc	OBJ 5840 services MGMT 1000 Supp & Conc

Demonstration of Increased or Improved Services for Unduplicated Pupils

LCAP Year 2017-18 ☐ 2018-19 XXX 2019-20

Supplemental and concentration funds were spent on providing an parent assistant support principally directed to the students who need it the most (Henderson, 2002). The administrator focused on integration of the Pomo culture, PBL, and make movement, into the school curriculum. This action served to engage the students leading to increased attendance. Research indicates that students who attend school due to increased engagement, learn more (Centers for Disease Control and Prevention, 2009) . This action will serve to decrease the achievement gap. Lunch is also provided free of charge to all students. Research shows students who are properly nourished, are more ready to learn. (Sorhaindo, A., & Feinstein, L., 2006). This year we will also include NGSS teaching strategies and curriculum by bringing in experts from SCOE to provide professional development and to provide demonstration lessons.

MGMT 1000 has budgeted expenditures of \$13,739 to be spent on intervention for math and reading, instructional supplies, and technology for classroom support involving both native and cultural language including music as well as parent involvement movie night. The balance of LCFF funding was spent from MGMT codes 0100, 2700, 3700, 4510 and 7150 to cover costs of instructional small group educational support, yearbook and meals for students.

Demonstration of Increased or Improved Services for Unduplicated Pupils

LCAP Year

2017-18 XXX 2018-19 2019-20

\$30,818

Percentage to Increase or Improve
Services:

19.26 %

Describe how services provided for unduplicated pupils are increased or improved by at least the percentage identified above, either qualitatively or quantitatively, as compared to services provided for all students in the LCAP year.

Identify each action/service being funded and provided on a schoolwide or LEA-wide basis. Include the required descriptions supporting each schoolwide or LEA-wide use of funds (see instructions).

2018-19

Supplemental and concentration funds were spent on providing an Instructional Aide support principally directed to the students who need it the most

ITEM	Description	MGMT	OBJ	Updated 2017-18	Updated 2018-19	Estimated 2019-20	Updated-LCFF 2017-18	Updated-LCFF 2018-19	Projected-LCFF 2019-20
1.1	Credentialed Teacher	0100/1400/5810	1xxx,3xxx	\$65,402	\$66,352	\$76,523			
1.1	Contracted Supt	2700/6500/7150	5838	\$77,386	\$79,710	\$82,102	\$33,165	\$34,162	\$35,186
1.2	Curriculum	1100	4310	\$2,000	\$3,830	\$4,600			
1.3	Sports/PE	100	4315	\$500	\$202	\$200			
2.1	Website	1000	5840				\$0	\$1,000	\$1,000
2.2	Parent Newsletters	0	0						
3.1	Counseling	0	0						
3.2	Student Responsibilities	0	0						
3.3	Facilities	8110/8200	4xxx/58xx	\$31,735	\$30,800	\$30,400			
4.1	Pomo Culture	4510	1xxx-5xxx				\$4,000	\$4,000	\$4,000
4.2	Yearbook	100	4397				\$100	\$400	\$200
4.3	Lunches	3700	2xxx-5xxx				\$4,300	\$4,000	\$4,000
4.4	Parent Assistants	1000	5805/5806				\$3,000	\$6,000	\$0
4.5	Education Technology	1000	5,840				\$1,595	\$4,000	\$1,500
			TOTAL	\$177,023	\$180,894	\$193,825	\$46,160	\$53,562	\$45,886
	1.1 Credentialed teacher includes medical								
	4.4 Moved classroom assistant to RSP employee								

LCFF Calculator Universal Assumptions						
Kashia Elementary (70888) – Original 201						
7/1/2019						
Summary of Funding						
	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Target Components:						
COLA & Augmentation	3.70%	3.26%	3.00%	2.80%	0.00%	0.00%
Base Grant	160,986	166,456	171,458	176,257	176,257	176,257
Grade Span Adjustment	-	-	-	-	-	-
Supplemental Grant	15,463	17,056	17,139	17,097	17,097	17,097
Concentration Grant	17,398	18,586	18,071	17,276	17,276	17,276
Add-ons	782	782	782	782	782	782
Total Target	194,629	202,880	207,450	211,412	211,412	211,412
Transition Components:						
Target	\$ 194,629	\$ 202,880	\$ 207,450	\$ 211,412	\$ 211,412	\$ 211,412
Funded Based on Target Formula (PY P-2)	FALSE	TRUE	TRUE	TRUE	TRUE	TRUE
Floor	181,492	199,245	197,479	197,479	197,479	197,479
Remaining Need after Gap (informational only)						
Gap %	100%	100%	100%	100%	100%	0%
Current Year Gap Funding	13,137	-	-	-	-	-
Miscellaneous Adjustments	-	-	-	-	-	-
Economic Recovery Target	-	-	-	-	-	-
Additional State Aid	-	-	-	-	-	-
Total LCFF Entitlement	\$ 194,629	\$ 202,880	\$ 207,450	\$ 211,412	\$ 211,412	\$ 211,412
Components of LCFF By Object Code						
8011 - State Aid	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
8011 - Fair Share	78,726	86,722	93,058	97,020	97,020	97,020
8311 & 8590 - Categoricals	-	-	-	-	-	-
EPA (for LCFF Calculation purposes)	15,545	13,793	9,980	7,891	5,761	3,045
Local Revenue Sources:						
8021 to 8089 - Property Taxes	100,358	102,365	104,412	106,501	108,631	111,347
8096 - In-Lieu of Property Taxes	-	-	-	-	-	-
Property Taxes net of in-lieu	100,358	102,365	104,412	106,501	108,631	111,347
TOTAL FUNDING	\$ 194,629	\$ 202,880	\$ 207,450	\$ 211,412	\$ 211,412	\$ 211,412
Basic Aid Status	Non-Basic Aid	Non-Basic Aid	Non-Basic Aid	Non-Basic Aid	Non-Basic Aid	Non-Basic Aid
Less: Excess Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Less: EPA in Excess to LCFF Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Phase-In Entitlement	\$ 194,629	\$ 202,880	\$ 207,450	\$ 211,412	\$ 211,412	\$ 211,412
EPA Details						
% of Adjusted Revenue Limit - Annual	28.56249995%	28.56249995%	28.56249995%	28.56249995%	28.56249995%	28.56249995%
% of Adjusted Revenue Limit - P-2	28.56249995%	28.56249995%	28.56249995%	28.56249995%	28.56249995%	28.56249995%
EPA (for LCFF Calculation purposes)	\$ 15,545	\$ 13,793	\$ 9,980	\$ 7,891	\$ 5,761	\$ 3,045
8012 - EPA, Current Year Receipt	15,545	13,793	9,980	7,891	5,761	3,045
(P-2 plus Current Year Accrual)	-	-	-	-	-	-
8019 - EPA, Prior Year Adjustment	(5,767)	-	-	-	-	-
(P-A less Prior Year Accrual)	-	-	-	-	-	-
Accrual (from Assumptions)	-	-	-	-	-	-

LCFF Calculator Universal Assumptions					7/1/2019					
Kashia Elementary (70888) - Original 201										
Summary of Student Population					2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Unduplicated Pupil Population										
Enrollment	15	13	13	13	13	13	13	13	13	13
COE Enrollment	-	-	-	-	-	-	-	-	-	-
Total Enrollment	15	13	13	13	13	13	13	13	13	13
Unduplicated Pupil Count	15	12	12	12	12	12	12	12	12	12
COE Unduplicated Pupil Count	-	-	-	-	-	-	-	-	-	-
Total Unduplicated Pupil Count	15	12	12	12	12	12	12	12	12	12
Rolling %, Supplemental Grant	100.0000%	97.5000%	95.1200%	92.3100%	92.3100%	92.3100%	92.3100%	92.3100%	92.3100%	92.3100%
Rolling %, Concentration Grant	100.0000%	97.5000%	95.1200%	92.3100%	92.3100%	92.3100%	92.3100%	92.3100%	92.3100%	92.3100%
FUNDED ADA										
Adjusted Base Grant ADA					Current Year	Current Year	Current Year	Current Year	Current Year	Current Year
Grades TK-3	-	-	-	-	-	-	-	-	-	-
Grades 4-6	-	-	-	-	-	-	-	-	-	-
Grades 7-8	-	-	-	-	-	-	-	-	-	-
Grades 9-12	-	-	-	-	-	-	-	-	-	-
Total Adjusted Base Grant ADA					-	-	-	-	-	-
Necessary Small School ADA					Current year	Current year	Current year	Current year	Current year	Current year
Grades TK-3	6.20	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00
Grades 4-6	0.73	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Grades 7-8	2.66	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50
Grades 9-12	-	-	-	-	-	-	-	-	-	-
Total Necessary Small School ADA					9.59	10.50	10.50	10.50	10.50	10.50
Total Funded ADA					9.59	10.50	10.50	10.50	10.50	10.50
ACTUAL ADA (Current Year Only)										
Grades TK-3	6.20	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00
Grades 4-6	0.73	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Grades 7-8	2.66	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50
Grades 9-12	-	-	-	-	-	-	-	-	-	-
Total Actual ADA					9.59	10.50	10.50	10.50	10.50	10.50
Funded Difference (Funded ADA less Actual ADA)					-	-	-	-	-	-
LCAP Percentage to Increase or Improve Services					2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Current year estimated supplemental and concentr \$					32,861	\$ 35,642	\$ 35,210	\$ 34,373	\$ 34,373	\$ 34,373
Current year Percentage to Increase or Improve Se					20.41%	21.41%	20.54%	19.50%	19.50%	19.50%

Kashia Elementary (70888) - Original 2019-20 Budget

7/1/2019

LCAP Percentage to Increase or Improve Services: Summary Supplemental & Concentration Grant

	2013-14	2019-20	2020-21	2021-22	2022-23	2023-24
1. LCFF Target Supplemental & Concentration Grant Funding <i>from Calculator tab</i>		35,642	35,210	34,373	34,373	34,373
2. Prior Year (estimated) Expenditures for Unduplicated Pupils above what was spent on services for all pupils						
3. Difference [1] less [2]						
4. Estimated Additional Supplemental & Concentration Grant Funding [3] * GAP funding rate						
GAP funding rate						
5. Estimated Supplemental and Concentration Grant Funds [2] plus [4] (unless [3]<0 then [1]) (for LCAP entry)		35,642	35,210	34,373	34,373	34,373
6. Base Funding LCFF Phase-In Entitlement less [5], excludes Targeted Instructional Improvement & Transportation LCFF Phase-In Entitlement		166,456	171,458	176,257	176,257	176,257
7/8. Percentage to Increase or Improve Services* [5] / [6] (for LCAP entry)		202,880	207,450	211,412	211,412	211,412
		21.41%	20.54%	19.50%	19.50%	19.50%

*percentage by which services for unduplicated students must be increased or improved over services provided for .
If Step 3a <=0, then calculate the minimum proportionality percentage at Estimated Supplemental & Concentration

SUE SERVICES

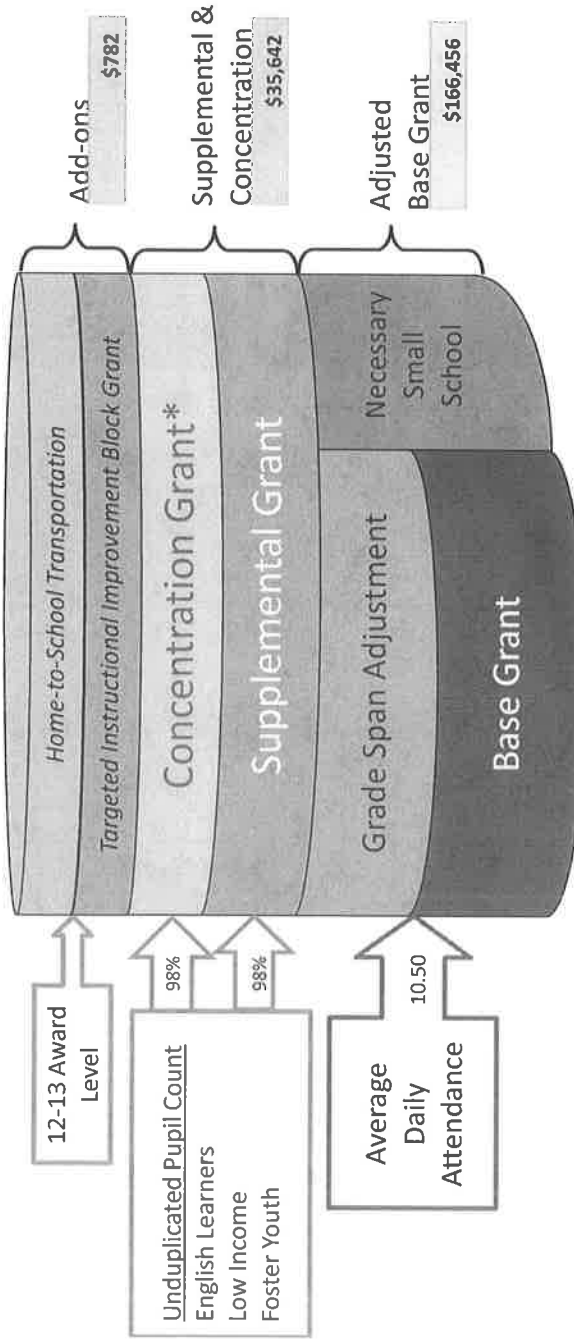
	2019-20	2020-21	2021-22	2022-23	2023-24
Current year estimated supplemental and concentration grant funding in the LCAP year	\$ 35,642	\$ 35,210	\$ 34,373	\$ 34,373	\$ 34,373
Current year Percentage to Increase or Improve Services	21.41%	20.54%	19.50%	19.50%	19.50%

LOCAL CONTROL FUNDING FORMULA

Components of LCFF Target Entitlement

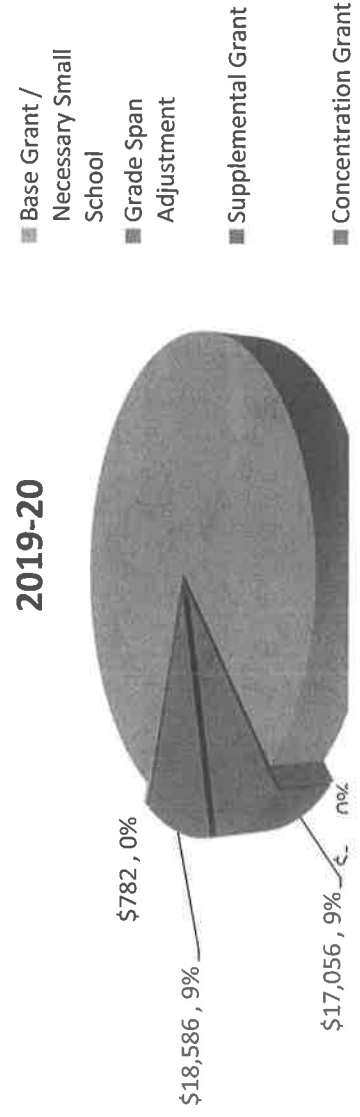
	2019-20	10.50 ADA
Base Grant / Necessary Small School	\$ 166,456	
Grade Span Adjustment	\$ -	
Supplemental Grant	\$ 17,056	98%
Concentration Grant	\$ 18,586	98%
Add-ons (TIIBG & Transportation)	\$ 782	
Total	\$ 202,880	

TOTAL TARGET LCFF: \$202,880



*Unduplicated Pupil Percentage must be above 55%

2019-20



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Kashia Elementary (Sonoma County) Education Protection Account (1400)																	
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		
13																		
14																		
15																		
16																		
17																		
18																		
19																		
20																		
21																		
22																		
23																		
24																		
25																		
26																		
27																		
28																		
29																		
30																		
31																		
32																		
33																		
34																		
35																		

Proposition 30, The Schools and Local Public Safety Protection Act of 2012, approved by the voters on November 6, 2012, temporarily increases the state sales tax rate for all taxpayers and the personal income tax rates for upper-income taxpayers.

The new revenues generated from Proposition 30 are deposited into a newly created state account called the Education Protection Account (EPA). School district, county offices of education, and charter schools (LEA's) will receive funds from the EPA based on their proportionate share of the statewide revenue limit amount, which includes charter school general purpose funding. A corresponding reduction is made to an LEA's revenue limit or charter general purpose state aid equal to the amount of their EPA entitlement. LEA's will receive EPA payments quarterly beginning with the 2013-14 Fiscal Year.

District: Kashia School District
CDS #: 49-70888

Adopted Budget
2019-20 Budget Attachment
Balances in Excess of Minimum Reserve Requirements

Reasons for Assigned and Unassigned Ending Fund Balances in Excess of Minimum Recommended Reserves

Education Code Section 42127(a)(2)(B) requires a statement of the reasons that substantiates the need for assigned and unassigned ending fund balances in excess of the minimum reserve standard for economic uncertainties for each fiscal year identified in the budget.

Combined Assigned and Unassigned/unappropriated Fund Balances			
Form	Fund	2019-20	Objects 9780/9789/9790
01	General Fund	\$312,246.00	Form 01
17	Special Reserve Fund for Other Than Capital Outlay Projects	\$0.00	Form 17
Total Assigned and Unassigned Ending Fund Balances		\$312,246.00	
District Standard Reserve Level		0%	Form 01CS Line 10B-4
Less District Minimum Reserve for Economic Uncertainties		\$67,000.00	Form 01CS Line 10B-7
Remaining Balance to Substantiate Need		\$245,246.00	

Reasons for Fund Balances in Excess of Minimum Reserve for Economic Uncertainties

Form	Fund	2019-20	Description of Need
01	General Fund	\$89,700.00	Due to SELPA
01	General Fund		
01	General Fund		
01	General Fund		
01	General Fund		
17	Special Reserve Fund for Other Than Capital Outlay Projects		
17	Special Reserve Fund for Other Than Capital Outlay Projects		
Insert Lines above as needed			
Total of Substantiated Needs		\$89,700.00	

Remaining Unsubstantiated Balance \$155,546.00

Education Code Section 42127 (d)(1) requires a county superintendent to either conditionally approve or disapprove a school district budget if the district does not provide for EC 42127 (a)(2)(B) public review and discussion at its public budget hearing.

2019-20 Certification of Assurances

Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <https://www.cde.ca.gov/fg/aa/co/ca19assurancesdoc.asp>.

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, conappsupport@cde.ca.gov, 916-319-0297

Consolidated Application Certification Statement

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to participate in the monitoring process regarding the use of these funds according to the standards and criteria set forth by the California Department of Education Federal Program Monitoring (FPM) Office. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this form are on file.

Authorized Representative's Full Name	<i>F. Johnson</i> Frances Johnson
Authorized Representative's Signature	<i>[Signature]</i>
Authorized Representative's Title	Superintendent
Authorized Representative's Signature Date	05/22/2019

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2019-20 Protected Prayer Certification

ESSA Section 8524 specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

CDE Program Contact:

Franco Rozic, Title I Monitoring and Support Office, frozic@cde.ca.gov, 916-319-0269

Protected Prayer Certification Statement

The LEA hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	Frances Johnson
Authorized Representative's Title	Superintendent/Princia;
Authorized Representative's Signature Date	06/03/2019
Comment If the LEA is not able to certify at this time, then an explanation must be provided in the Comment field. (Maximum 500 characters)	

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2019-20 LCAP Federal Addendum Certification**CDE Program Contact:**Local Agency Systems Support Office, LCFF@cde.ca.gov, 916-323-5233

To receive funding under the Every Student Succeeds Act (ESSA), a local educational agency (LEA) must have a plan approved by the State Educational Agency on file with the State. Within California, LEAs that apply for ESSA funds are required to complete the Local Control and Accountability Plan (LCAP), the LCAP Federal Addendum Template (Addendum), and the Consolidated Application (ConApp). The LCAP, in conjunction with the Addendum and the ConApp, serve to meet the requirements of the ESSA LEA Plan.

In order to apply for funds, the LEA must certify that the 2017/18–2019/20 LCAP has been approved by the local governing board or governing body of the LEA. As part of this certification the LEA is agreeing to submit the LCAP Federal Addendum that has been approved by the local governing board or governing body of the LEA to the California Department of Education (CDE), and acknowledging that the LEA agrees to work with the CDE to ensure that the Addendum addresses all required provisions of the ESSA programs for which they are applying for federal education funds.

County Offices of Education and School Districts Enter the original approval date of the county office of education or school district 2017/18–2019/20 LCAP	08/01/2018
Note: For districts, the date should be the day your county office of education (COE) approved your 2017/18–2019/20 LCAP. For COEs, it should be the date the CDE approved your 2017/18–2019/20 LCAP.	
Charter Schools Enter the adoption date of the charter school LCAP	
Authorized Representative's Full Name	Frances Johnson
Authorized Representative's Title	Superintendent

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2019-20 Application for Funding**CDE Program Contact:**Consolidated Application Support Desk, Education Data Office, conappsupport@cde.ca.gov, 916-319-0297**Local Governing Board Approval**

The local educational agency (LEA) is required to review and receive approval of their Application for Funding selections with their local governing board.

Date of approval by local governing board	06/12/2019
---	------------

District English Learner Advisory Committee Review

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

DELAC representative's full name (non-LEA employee)	
DELAC review date	
Meeting minutes web address Please enter the web address of DELAC review meeting minutes (format http://SomeWebsiteName.xxx). If a web address is not available, then the LEA must keep the minutes on file which indicate that the application was reviewed by the committee.	
DELAC comment If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment. (Maximum 500 characters)	Does not apply

Application for Categorical Programs

To receive specific categorical funds for a school year the LEA must apply for the fund by selecting Yes. Only the categorical funds the LEA is eligible to receive are displayed.

Title I, Part A (Basic Grant) ESSA Sec. 1111et seq. SACS 3010	Yes
Title II, Part A (Supporting Effective Instruction) ESEA Sec. 2104 SACS 4035	Yes
Title III English Learner ESEA Sec. 3102 SACS 4203	No
Title III Immigrant ESEA Sec. 3102 SACS 4201	No

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2019-20 Application for Funding

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, conappsupport@cde.ca.gov, 916-319-0297

Title IV, Part A (Student Support) ESSA Sec. 1112(b) SACS 4127	No
Title V, Part B Subpart 1 Small, Rural School Achievement Grant ESSA Sec. 5211 SACS 5810	No
Title V, Part B Subpart 2 Rural and Low-Income Grant ESSA Sec. 5221 SACS 4126	No

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2019-20 Substitute System for Time Accounting

This certification may be used by auditors and by California Department of Education oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the local educational agency (LEA) submits and certifies this data collection.

CDE Program Contact:

John Miles, Financial Accountability and Info Srv Office, jmiles@cde.ca.gov, 916-445-7289

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate. Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the web at <https://www.cde.ca.gov/fg/ac/sa/>.

2019-20 Request for authorization	No
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2018-19 Title II, Part A Fiscal Year Expenditure Report, 12 Months

A report of year-to-date expenditures and encumbrances by activity. Activity period covered is July 1, 2018 through June 30, 2019.

CDE Program Contact:

Maxine Wheeler, Standards Implementation Support Office, mwheeler@cde.ca.gov, 916-323-4746

2018-19 Title II, Part A entitlement	\$843
Transferred-in amount	\$0
Transferred-out amount	\$0
2018-19 Total allocation	\$843

Professional Development Expenditures

Professional development for teachers	
Professional development for administrators	\$843
All other professional development expenditures	

Recruitment, Training, and Retention Expenditures

Recruitment activities	
Training activities	
Retention activities	
All other recruitment, training, and retention expenditures	

Miscellaneous Expenditures

Class size reduction	
Administrative and indirect costs	
Title V, Part B, Subpart 1 Alternative Uses of Funds Authority Participation	
Equitable services for nonprofit private schools	
All other allowable expenditures and encumbrances	
Total expenditures and encumbrances	\$843
2018-19 Unspent funds	\$0

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2018-19 Homeless Education Policy, Requirements, and Implementation

The purpose of this data collection is to meet federal requirements specified in 42 U.S.C. 11431 et seq. (Education for Homeless Children and Youths Act) and some federal requirements in Title I, Part A of the ESEA. This collection includes monitoring LEAs and their compliance with key provisions of the Education for Homeless Children and Youths Act including the collection of contact information for each required designated LEA's homeless liaison.

CDE Program Contact:

Leanne Wheeler, Regional Support and Awards Office, lwheeler@cde.ca.gov, 916-319-0383

Homeless Education Certification

The LEA hereby assures that the LEA has met the following requirements:

1. Designated a staff person as the liaison for homeless children and youths

2. Developed a written policy that supports the enrollment and retention of homeless children and youths in schools of the LEA which:
 - a) Includes policies and practices to ensure that homeless children and youths are not stigmatized or segregated on the basis of their status as homeless;
 - b) Includes a dispute resolution process;
 - c) Ensures that transportation is provided for a homeless child or youth to and from the school of origin if requested by the parent, guardian or homeless liaison;

3. Disseminated public notice of the educational rights of homeless children and youths where such children and youths receive services under the provisions of the Education for Homeless Children and Youths Act.

Homeless Liaison Contact Information

Homeless liaison first name	Frances
Homeless liaison last name	Johnson
Homeless liaison title	Superintendent/Principal
Homeless liaison email address (Format: abc@xyz.zyx)	fjohnson@scoe.org
Homeless liaison telephone number (Format: 999-999-9999)	707-785-9682
Homeless liaison telephone extension	
Enter the full-time equivalent (FTE) for all personnel directly responsible for the implementation of homeless education (Format: 0.00)	0.01

Homeless Liaison Training Information*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2018-19 Homeless Education Policy, Requirements, and Implementation

The purpose of this data collection is to meet federal requirements specified in 42 U.S.C. 11431 et seq. (Education for Homeless Children and Youths Act) and some federal requirements in Title I, Part A of the ESEA. This collection includes monitoring LEAs and their compliance with key provisions of the Education for Homeless Children and Youths Act including the collection of contact information for each required designated LEA's homeless liaison.

CDE Program Contact:

Leanne Wheeler, Regional Support and Awards Office, lwheeler@cde.ca.gov, 916-319-0383

Has the homeless liaison attended and/or participated in a homeless education liaison training within the last two years	No
Has the homeless liaison provided training to the following personnel:	
Principals and other school leaders	No
Attendance officers and registrars	No
Teachers and instructional assistants	No
School counselors	No

Homeless Education Policy and Requirements

Does the LEA have a written homeless education policy	No
No policy comment	CBO does not find one that exists.
Provide an explanation why the LEA does not have a homeless education policy. (Maximum 500 characters)	
Date LEA's board approved the homeless education policy	
Does the LEA meet the above federal requirements	No
Compliance comment	CBO does not find one that exists.
Provide an explanation why the LEA does not comply with federal requirements. (Maximum 500 characters)	

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

California Department of Education

Kashia Elementary (49 70888 0000000)

Consolidated Application

Status: Certified

Saved by: Belinda Soto

Date: 5/22/2019 10:05 AM

2017-18 Title II, Part A Fiscal Year Expenditure Report, 24 Months

A report of year-to-date expenditures and encumbrances by activity. Activity period covered is July 1, 2017 through June 30, 2019.

CDE Program Contact:Maxine Wheeler, Standards Implementation Support Office, mwheeler@cde.ca.gov, 916-323-4746

2017-18 Title II, Part A entitlement	\$295
--------------------------------------	-------

Professional Development Expenditures

Professional development for teachers	
Professional development for administrators	\$295
All other professional development expenditures	

Recruitment, Training, and Retention Expenditures

Recruitment activities	
Training activities	
Retention activities	
All other recruitment, training, and retention expenditures	

Miscellaneous Expenditures

Class size reduction	
Administrative and indirect costs	
Title V, Part B, Subpart 1 REAP	
Funds used for flexible use under REAP	
Total funds transferred out of Title II, Part A	
Equitable services for nonprofit private schools	
All other allowable expenditures and encumbrances	
Total expenditures and encumbrances	\$295
2017-18 Unspent funds	\$0

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

Report Date:5/22/2019

1102

Page 1 of 1

Consolidated Application and Reporting System 2019-2020 Spring Submission

Certification: I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and, I agree to have the use of these funds received and/or audited according to the standards and criteria set forth in the California Department of Education's Federal Program Monitoring (FPM) Manual. Legal assurances for all the programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those, which a waiver has been obtained or requested. A copy of all waivers or requests is on the file. I certify that actual ink signatures for this page are on file.



Signature of authorized representative

FRANCIS J. JONES

Printed name of authorized representative

Director

Title

5/27/19

Date

Kashia ESD

Board Policy

Noncustodial Parents

BP 5021

Students

The Board of Trustees recognizes the right of parents/guardians to be involved in the education of their children and desires to balance that right with the district's need to ensure the safety of students while at school.

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

The parent/guardian who enrolls a child in the district school shall be presumed to be the child's custodial parent/guardian and shall be held responsible for the child's welfare.

School officials shall presume that both parents/guardians have equal rights regarding their child, including, but not limited to, picking the student up after school or otherwise removing the student from school, accessing student records, participating in school activities, or visiting the school. When a court order restricts access to the child or to his/her student information, a parent/guardian shall provide a copy of the certified court order to the Superintendent/Principal or designee upon enrollment or upon a change in circumstances.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 5111.1 - District Residency)

(cf. 5125 - Student Records)

(cf. 5141 - Health Care and Emergencies)

(cf. 5142 - Safety)

(cf. 6159 - Individualized Education Program)

In the event of an attempted violation of a court order that restricts access to a student, the Superintendent/Principal or designee shall contact the custodial parent and local law enforcement officials and shall make the student available only after one or both of these parties consent.

Legal Reference:

EDUCATION CODE

48204 Residency requirements

49061 Definitions

49069 Absolute right to access

49091.10-49091.19 Parental review of curriculum and instruction

49408 Emergency information

56028 Definition, parent for special education

51100-51102 Parent/guardian rights

FAMILY CODE

3002 Joint legal custody, definition

3006 Sole legal custody, definition

3025 Parental access to records

6550-6552 Caregivers

GOVERNMENT CODE

810-996.6 Government Claims Act

6205-6211 Confidentiality of residence for victims of domestic violence

Management Resources:

WEB SITES

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

California Association of Supervisors of Child Welfare and Attendance: <http://www.cascwa.org>

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

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: June 12, 2019 Stewarts Point, California

Kashia ESD

Board Policy

Student And Family Privacy Rights

BP 5022

Students

The Board of Trustees believes that personal information concerning district students and their families should be kept private in accordance with law.

(cf. 0000 - Vision)
(cf. 0100 - Philosophy)
(cf. 0200 - Goals for the School District)
(cf. 5020 - Parent Rights and Responsibilities)
(cf. 5021 - Noncustodial Parents)
(cf. 5125 - Student Records)
(cf. 5125.1 - Release of Directory Information)
(cf. 6000 - Concepts and Roles)
(cf. 6162.8 - Research)

The Superintendent/Principal or designee shall consult with parents/guardians regarding the development and adoption of this policy.

Collection of Personal Information for Marketing Purposes

The Board authorizes district staff to administer or distribute survey instruments to students that are designed for the purpose of collecting personal information for marketing or for selling that information. The Superintendent/Principal or designee shall ensure that these instruments are administered in accordance with law and administrative regulation.

Legal Reference:

EDUCATION CODE

49450-49457 Physical examinations

49602 Confidentiality of pupil information

51101 Parents Rights Act of 2002

51513 Personal beliefs

51938 Sexual Health And HIV/AIDS Prevention Education Act; notice and parental excuse

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

1232h Protection of pupil rights

Management Resources:

WEB SITES

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

CDE: <http://www.cde.ca.gov>

USDOE, Family Policy Compliance Office: <http://www.ed.gov/offices/OM/fpco/>

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: June 12, 2019 Stewarts Point, California

Kashia ESD

Administrative Regulation

Student And Family Privacy Rights

AR 5022
Students

Definition

Personal information means individually identifiable information including a student's or parent/guardian's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a social security identification number.
(20 USC 1232h)

Surveys Requesting Information about Beliefs and Practices

A student's parent/guardian shall provide prior written consent before the student participates in a survey containing one or more of the following items: (20 USC 1232h; Education Code 51513)

1. Political affiliations or beliefs of the student or his/her family
2. Mental or psychological problems of the student or his/her family
3. Sexual behavior or attitudes or personal beliefs and practices in family life or morality
4. Illegal, anti-social, self-incriminating or demeaning behavior
5. Critical appraisals of other individuals with whom students have close family relationships
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians or ministers
7. Religious practices, affiliations or beliefs of the student or his/her parent/guardian
8. Income, except to the extent that income is required to be disclosed by law for participation in a program or for receiving financial assistance under such a program

If a student participates in a survey regarding information about beliefs and practices as identified above, school officials and staff members shall not request or disclose the student's identity.

(cf. 6162.51 - Standardized Testing and Reporting Program)
(cf. 6162.8 - Research)

Notwithstanding the above requirements, the district may administer to students in grades 7-12, anonymous, voluntary, and confidential research and evaluation tools to measure student

health risks and behaviors, including tests and surveys about the student's attitudes or practices related to sex as long as parents/guardians are provided written notice and given an opportunity to request that their child not participate. (Education Code 51938)

Exceptions to Collection of Personal Information

Any district restriction regarding collection of personal information shall not apply to the collection, disclosure, or use of personal information collected from students for the purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following: (20 USC 1232h)

1. College or other postsecondary education recruitment or military recruitment
2. Book clubs, magazines, and programs providing access to low-cost literary products
3. Curriculum and instructional materials used by elementary and secondary schools
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments
5. The sale by students of products or services to raise funds for school-related or education-related activities

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

6. Student recognition programs

(cf. 5126 - Awards for Achievement)

Parent/Guardian Access to Surveys and Instructional Materials

Before school staff administers a survey or evaluation containing personal information as identified above or distributes an instrument to a student for the purpose of collecting personal information for marketing, the student's parent/guardian may: (20 USC 1232h; Education Code 51938)

1. Upon request, inspect that survey or instrument before it is administered or distributed to his/her child or any instructional material used as part of his/her child's educational curriculum

(cf. 5020 - Parent Rights and Responsibilities)

Within a reasonable period of time of receiving a request, the Superintendent/Principal or designee shall permit a parent/guardian to view a survey, instrument or instructional material. A parent/guardian may view the document any time during normal business hours.

2. Refuse to allow his/her child to participate in the activity

Students whose parents/guardians exercise this option shall not be penalized by the district. (20 USC 1232h)

Health Examinations

No school official or staff member shall subject a student to a non-emergency, invasive physical examination as a condition for school attendance, except as permitted or required under California law. (20 USC 1232h)

Invasive physical examination means any medical examination that involves the exposure of private body parts or any act during such examination that includes incision, insertion or injection into the body, but does not include a properly authorized hearing, vision or scoliosis screening. (20 USC 1232h)

(cf. 5131.61 - Drug Testing)

(cf. 5141.3 - Health Examinations)

Notifications

At the beginning of the school year, the Superintendent/Principal or designee shall notify parents/guardians of: (20 USC 1232h)

1. The district's policy regarding student privacy
2. The process to opt their children out of participation in any activity described in this policy and administrative regulation
3. The specific or approximate dates during the school year when the following activities are scheduled:
 - a. Survey requesting personal information
 - b. Physical exams or screenings
 - c. Collection of personal information from students for marketing

Prior to administering anonymous and voluntary surveys regarding health risks and behaviors to students in grades 7-12, the district shall provide parents/guardians with written notice that the survey is to be administered. (Education Code 51938)

Parents/guardians shall also be notified of any substantive change in this policy and administrative regulation within a reasonable period of time after adoption of the change. (20 USC 1232h)

(cf. 5145.6 - Parental Notifications)

Kashia ESD

Board Policy

Student Wellness

BP 5030

Students

The Board of Trustees recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity for district students. The Superintendent/Principal or designee shall coordinate and align district efforts to support student wellness through health education, physical education and activity, health services, nutrition services, psychological and counseling services, and a safe and healthy school environment. In addition, the Superintendent/Principal or designee shall develop strategies for promoting staff wellness and for involving parents/guardians and the community in reinforcing students' understanding and appreciation of the importance of a healthy lifestyle.

(cf. 1020 - Youth Services)
(cf. 3513.3 - Tobacco-Free Schools)
(cf. 3514 - Environmental Safety)
(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5131.61 - Drug Testing)
(cf. 5131.62 - Tobacco)
(cf. 5131.63 - Steroids)
(cf. 5141 - Health Care and Emergencies)
(cf. 5141.22 - Infectious Diseases)
(cf. 5141.3 - Health Examinations)
(cf. 5141.31 - Immunizations)
(cf. 5141.32 - Health Screening for School Entry)
(cf. 5141.6 - School Health Services)
(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Education)
(cf. 6164.2 - Guidance/Counseling Services)

School Health Council/Committee

The Superintendent/Principal or designee shall encourage parents/guardians, students, food service employees, physical education teachers, school health professionals, Board members, school administrators, and members of the public to participate in the development, implementation, and periodic review and update of the district's student wellness policy. (42 USC 1758b)

To fulfill this requirement, the Superintendent/Principal or designee may appoint a school site council whose membership shall include representatives of these groups. He/she also may invite participation of other groups or individuals, such as health educators, curriculum directors, counselors, before- and after-school program staff, health practitioners, and/or others interested

in school health issues.

(cf. 1220 - Citizen Advisory Committees)

(cf. 9140 - Board Representatives)

The school site council shall advise the district on health-related issues, activities, policies, and programs. At the discretion of the Superintendent/Principal or designee, the duties of the council/committee may also include the planning, implementation, and evaluation of activities to promote health within the school or community.

Goals for Nutrition, Physical Activity, and Other Wellness Activities

The Board shall adopt goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. (42 USC 1758b)

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

The district's nutrition education and physical education programs shall be based on research, shall be consistent with the expectations established in the state's curriculum frameworks and content standards, and shall be designed to build the skills and knowledge that all students need to maintain a healthy lifestyle.

(cf. 6011 - Academic Standards)

(cf. 6142.7 - Physical Education and Activity)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6143 - Courses of Study)

The nutrition education program shall include, but is not limited to, information about the benefits of healthy eating for learning, disease prevention, weight management, and oral health. Nutrition education shall be provided as part of the health education program and, as appropriate, shall be integrated into other academic subjects in the regular educational program, before- and after-school programs, summer learning programs, and school garden programs.

(cf. 5148.2 - Before/After School Programs)

(cf. 6177 - Summer Learning Programs)

To reinforce the district's nutrition education program, the Board prohibits the marketing and advertising of non-nutritious foods and beverages through signage, vending machine fronts, logos, scoreboards, school supplies, advertisements in school publications, coupon or incentive programs, free give-aways, or other means.

(cf. 1325 - Advertising and Promotion)

All students shall be provided opportunities to be physically active on a regular basis. Opportunities for moderate to vigorous physical activity shall be provided through physical

education and recess and may also be provided through school athletic programs, extracurricular programs, before- and after-school programs, summer learning programs, programs encouraging students to walk or bicycle to and from school, in-class physical activity breaks, and other structured and unstructured activities.

(cf. 5142.2 - Safe Routes to School Program)
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)

The Board may enter into a joint use agreement or memorandum of understanding to make district facilities or grounds available for recreational or sports activities outside the school day and/or to use community facilities to expand students' access to opportunity for physical activity.

(cf. 1330.1 - Joint Use Agreements)

Professional development shall be regularly offered to health education and physical education teachers, coaches, activity supervisors, food services staff, and other staff as appropriate to enhance their health knowledge and skills.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

The Superintendent/Principal or designee may disseminate health information and/or the district's student wellness policy to parents/guardians through district or school newsletters, handouts, parent/guardian meetings, district and school web sites, and other communications. Outreach to parents/guardians shall emphasize the relationship between student health and academic performance.

(cf. 1100 - Communication with the Public)
(cf. 1112 - Media Relations)
(cf. 1113 - District and School Web Sites)
(cf. 1114 - District-Sponsored Social Media)
(cf. 6020 - Parent Involvement)

In order to ensure that students have access to comprehensive health services, the district may provide access to health services at or near district schools and/or may provide referrals to community resources.

The Board recognizes that a safe, positive school environment is also conducive to students' physical and mental health and thus prohibits bullying and harassment of all students, including bullying on the basis of weight or health condition.

(cf. 5131.2 - Bullying)
(cf. 5145.3 - Nondiscrimination/Harassment)

The Superintendent/Principal or designee shall encourage staff to serve as positive role models for healthy eating and physical fitness. He/she shall promote work-site wellness programs and may provide opportunities for regular physical activity among employees.

Nutritional Guidelines for Foods Available at School

For all foods available on campus during the school day, the district shall adopt nutritional guidelines which are consistent with 42 USC 1773 and 1779 and federal regulations and which support the objectives of promoting student health and reducing childhood obesity. (42 USC 1758b)

In order to maximize the district's ability to provide nutritious meals and snacks, the school shall participate in available federal school nutrition programs, including the National School Lunch and School Breakfast Programs and after-school snack programs, to the extent possible. When approved by the California Department of Education, the district may sponsor a summer meal program.

(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 3552 - Summer Meal Program)
(cf. 3553 - Free and Reduced Price Meals)
(cf. 5141.27 - Food Allergies/Special Dietary Needs)
(cf. 5148 - Child Care and Development)
(cf. 5148.3 - Preschool/Early Childhood Education)

The Superintendent/Principal or designee shall provide access to free, potable water during meal times in the food service area in accordance with Education Code 38086 and 42 USC 1758, and shall encourage students' consumption of water by educating them about the health benefits of water and serving water in an appealing manner.

The Board believes that all foods and beverages sold to students at the school, including those available outside the district's food services program, should support the health curriculum and promote optimal health. Nutritional standards adopted by the district for foods and beverages provided through student stores, vending machines, or other venues shall meet or exceed state and federal nutritional standards.

(cf. 3312 - Contracts)
(cf. 3554 - Other Food Sales)

The Superintendent/Principal or designee shall encourage school organizations to use healthy food items or non-food items for fundraising purposes. He/she also shall encourage school staff to avoid the use of non-nutritious foods as a reward for students' academic performance, accomplishments, or classroom behavior.

(cf. 1230 - School-Connected Organizations)

School staff shall encourage parents/guardians or other volunteers to support the district's

nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties. Class parties or celebrations shall be held after the lunch period when possible.

Program Implementation and Evaluation

The Superintendent/Principal or designee shall assess the implementation and effectiveness of this policy at least once every two years.

The assessment shall include the extent to which the school is in compliance with this policy, the extent to which this policy compares to model wellness policies available from the U.S. Department of Agriculture, and a description of the progress made in attaining the goals of the wellness policy. (42 USC 1758b)

The Board and the Superintendent/Principal or designee shall establish indicators that will be used to measure the implementation and effectiveness of the district activities related to student wellness. Such indicators may include, but are not limited to:

1. Descriptions of the district's nutrition education, physical education, and health education curricula and the extent to which they align with state academic content standards and legal requirements
2. An analysis of the nutritional content of school meals and snacks served in all district programs, based on a sample of menus and production records
3. Student participation rates in all school meal and/or snack programs, including the number of students enrolled in the free and reduced-price meals program compared to the number of students eligible for that program
4. Extent to which foods sold on campus outside the food services program, such as through vending machines, student stores, or fundraisers, comply with nutritional standards
5. Results of the state's physical fitness test at applicable grade levels
6. Number of minutes of physical education offered at each grade span, and the estimated percentage of class time spent in moderate to vigorous physical activity
7. A description of district efforts to provide additional opportunities for physical activity outside of the physical education program
8. A description of other school-based wellness activities offered, including the number of students participating, as appropriate

The Superintendent/Principal or designee shall invite feedback on school wellness activities from food service personnel, school administrators, the school health council, parents/guardians, students, teachers, before- and after-school program staff, and/or other appropriate persons.

As feasible, the assessment report may include a comparison of results across multiple years, a comparison of district data with county, statewide, or national data, and/or a comparison of wellness data with other student outcomes such as academic indicators or student discipline rates.

The Superintendent/Principal or designee shall inform and update the public, including parents/guardians, students, and others in the community, about the content and implementation of this policy and assessment results. (42 USC 1758b)

In addition, the assessment results shall be submitted to the Board for the purposes of evaluating policy and practice, recognizing accomplishments, and making policy adjustments as needed to focus district resources and efforts on actions that are most likely to make a positive impact on student health and achievement.

Posting Requirements

The district's policies and regulations on nutrition and physical activity shall be posted in public view within all school cafeterias or in other central eating areas. (Education Code 49432)

The school shall also post a summary of nutrition and physical activity laws and regulations prepared by the California Department of Education.

Legal Reference:

EDUCATION CODE

33350-33354 CDE responsibilities re: physical education
49430-49434 Pupil Nutrition, Health, and Achievement Act of 2001
49490-49494 School breakfast and lunch programs
49500-49505 School meals
49510-49520 Nutrition
49530-49536 Child Nutrition Act
49540-49546 Child care food program
49547-49548.3 Comprehensive nutrition services
49550-49561 Meals for needy students
49565-49565.8 California Fresh Start pilot program
49570 National School Lunch Act
51210 Course of study, grades 1-6
51220 Course of study, grades 7-12
51222 Physical education
51223 Physical education, elementary schools
51795-51796.5 School instructional gardens
51880-51921 Comprehensive health education
CODE OF REGULATIONS, TITLE 5
15500-15501 Food sales by student organizations

15510 Mandatory meals for needy students
15530-15535 Nutrition education
15550-15565 School lunch and breakfast programs
UNITED STATES CODE, TITLE 42
1751-1769 National School Lunch Program, especially:
1758b Local wellness policy
1771-1791 Child Nutrition Act, especially:
1773 School Breakfast Program
1779 Rules and regulations, Child Nutrition Act
CODE OF FEDERAL REGULATIONS, TITLE 7
210.1-210.31 National School Lunch Program
220.1-220.23 National School Breakfast Program
COURT DECISIONS
Frazer v. Dixon Unified School District, (1993) 18 Cal.App.4th 781

Management Resources:

CSBA PUBLICATIONS

Increasing Access to Drinking Water in Schools, Policy Brief, March 2013
Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies, rev. 2012
Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, rev. April 2012
Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. 2012
Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009
Safe Routes to School: Program and Policy Strategies for School Districts, Policy Brief, 2009
Physical Education and California Schools, Policy Brief, rev. October 2007
School-Based Marketing of Foods and Beverages: Policy Implications for School Boards, Policy Brief, March 2006

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Physical Education Framework for California Public Schools, Kindergarten Through Grade Twelve, 2009

Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2003

CALIFORNIA PROJECT LEAN PUBLICATIONS

Policy in Action: A Guide to Implementing Your Local School Wellness Policy, October 2006

CENTER FOR COLLABORATIVE SOLUTIONS

Changing Lives, Saving Lives: A Step-by-Step Guide to Developing Exemplary Practices in Healthy Eating, Physical Activity and Food Security in Afterschool Programs, March 2010

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

School Health Index for Physical Activity and Healthy Eating: A Self-Assessment and Planning Guide, 2005

FEDERAL REGISTER

Rules and Regulations, January 26, 2012, Vol. 77, Number 17, pages 4088-4167

NATIONAL ASSOCIATION OF STATE BOARDS OF EDUCATION PUBLICATIONS

Fit, Healthy and Ready to Learn, 2000

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

Dietary Guidelines for Americans, 2005

Changing the Scene, Improving the School Nutrition Environment: A Guide to Local Action, 2000

WEB SITES

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

Action for Healthy Kids: <http://www.actionforhealthykids.org>

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

California Department of Public Health: <http://www.cdph.ca.gov>

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

California Project LEAN (Leaders Encouraging Activity and Nutrition):

<http://www.californiaprojectlean.org>

California School Nutrition Association: <http://www.calsna.org>

Center for Collaborative Solutions: <http://www.ccscenter.org>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Dairy Council of California: <http://www.dairycouncilofca.org>

National Alliance for Nutrition and Activity: <http://www.cspinet.org/nutritionpolicy/nana.html>

National Association of State Boards of Education: <http://www.nasbe.org>

School Nutrition Association: <http://www.schoolnutrition.org>

Society for Nutrition Education: <http://www.sne.org>

U.S. Department of Agriculture, Food Nutrition Service, wellness policy:

<http://www.fns.usda.gov/tn/Healthy/wellnesspolicy.html>

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: June 12, 2019 Stewarts Point, California

Kashia ESD

Board Policy

Admission

BP 5111

Students

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

The Superintendent/Principal or designee shall verify the student's age, residency, and any other admission criteria specified in law and in Board policies and administrative regulations.

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

(cf. 5111.1 - District Residency)

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

(cf. 5119 - Students Expelled from Other Districts)

(cf. 5125 - Student Records)

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6173.2 - Education of Children of Military Families)

All resident students who are enrolling either in the school in their attendance area or in another district school shall be subject to the timelines established by the Board in BP/AR 5116.1 - Intradistrict Open Enrollment. Nonresident students may apply for interdistrict attendance in accordance with the timelines specified in applicable Board policies and administrative regulations.

(cf. 5116.1 - Intradistrict Open Enrollment)

(cf. 5117 - Interdistrict Attendance)

(cf. 5118 - Open Enrollment Act Transfers)

The Superintendent/Principal or designee may admit to the ninth grade only those students who have graduated from eighth grade or who are recommended in writing by their eighth-grade principal as capable of profiting from high school instruction.

(cf. 5123 - Promotion/Acceleration/Retention)

Legal Reference:

EDUCATION CODE

- 46600 Agreements for admission of pupils desiring interdistrict attendance
- 48000 Minimum age of admission (kindergarten)
- 48002 Evidence of minimum age required to enter kindergarten or first grade
- 48010 Minimum age of admission (first grade)
- 48011 Admission from kindergarten or other school; minimum age
- 48050-48053 Nonresidents
- 48200 Children between ages of 6 and 18 years (compulsory full-time education)
- 49076 Access to records by persons without written consent or under judicial order
- 49408 Information of use in emergencies

HEALTH AND SAFETY CODE

- 120325-120380 Education and child care facility immunization requirements
- 121475-121520 Tuberculosis tests for pupils

CODE OF REGULATIONS, TITLE 5

- 200 Promotion from kindergarten to first grade
- 201 Admission to high school

CODE OF REGULATIONS, TITLE 17

- 6000-6075 School attendance immunization requirements

UNITED STATES CODE, TITLE 42

- 11431-11435 McKinney Homeless Assistance Act

Management Resources:

CDE MANAGEMENT ADVISORIES

- 0900.90 Changes in law concerning eligibility for admission to kindergarten

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: June 12, 2019 Stewarts Point, California

Kashia ESD

Administrative Regulation

Admission

AR 5111
Students

Age of Admittance to Grades K-1

A child shall be eligible for enrollment in kindergarten or first grade, at the beginning of the school year or at a later time in the same year, if the child has his/her fifth or sixth birthday, respectively, on or before one of the following dates: (Education Code 48000, 48010)

1. December 2 of the 2011-12 school year
2. November 1 of the 2012-13 school year
3. October 1 of the 2013-14 school year
4. September 1 of the 2014-15 school year and each school year thereafter

Any child who will have his/her fifth birthday between the date listed above for the applicable school year and December 2 shall be offered a transitional kindergarten program in accordance with law and Board policy. (Education Code 48000)

(cf. 5123 - Promotion/Acceleration/Retention)
(cf. 6170.1 - Transitional Kindergarten)

On a case-by-case basis, a child who reaches age five after the date listed above for the applicable school year may be admitted to kindergarten at any time during the school year with the approval of the child's parent/guardian, provided that: (Education Code 48000)

1. The Superintendent/Principal or designee determines that the admittance is in the best interests 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.

(cf. 5145.6 - Parental Notifications)

In determining whether a child may be granted early entry to kindergarten, the Superintendent/Principal or designee may also consider the availability of classroom space and any negotiated maximum class size.

(cf. 6151 - Class Size)
(cf. 7111 - Evaluating Existing Buildings)

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. Passport

When none of the foregoing is obtainable, the parent/guardian may provide any other appropriate means of proving the age of the child. (Education Code 48002)

A student enrolling in a district school at any other grade level shall present records from his/her previous school district documenting his/her age and current grade level.

(cf. 5125 - Student Records)
(cf. 6146.3 - Reciprocity of Academic Credit)

Regulation KASHIA ELEMENTARY SCHOOL DISTRICT
approved: June 12, 2019 Stewarts Point, California

Kashia ESD

Administrative Regulation

District Residency

AR 5111.1

Students

Criteria for Residency

A student shall be deemed to have complied with district residency requirements if he/she meets any of the following criteria:

1. The student's parent/guardian resides within district boundaries. (Education Code 48200)

(cf. 5111.13 - Residency for Homeless Children)

(cf. 6173 - Education for Homeless Children)

2. The student is placed within district boundaries in a regularly established licensed children's institution, a licensed foster home, or a family home pursuant to a court-ordered commitment or placement. (Education Code 48204)

(cf. 6173.1 - Education for Foster Youth)

3. The student has been admitted through the district's interdistrict attendance program. (Education Code 48204)

(cf. 5117 - Interdistrict Attendance)

4. The student is an emancipated minor residing within district boundaries. (Education Code 48204)

5. The student lives with a caregiving adult within district boundaries. (Education Code 48204)

6. The student resides in a state hospital located within district boundaries. (Education Code 48204)

7. The student is confined to a hospital or other residential health facility within district boundaries for treatment of a temporary disability. (Education Code 48207)

(cf. 6183 - Home and Hospital Instruction)

Proof of Residency

Prior to admission in the school, students shall provide proof of residency.

(cf. 5111 - Admission)

The Superintendent/Principal or designee shall annually verify the student's residency and retain a copy of the document or written statement offered as verification in the student's mandatory permanent record. (5 CCR 432)

Upon enrollment of a student residing in the home of a caregiving adult within district boundaries, the caregiving adult shall execute, under penalty of perjury, the affidavit specified in Family Code 6552.

(cf. 5141 - Health Care and Emergencies)

Reasonable evidence of residency may be established by documentation including, but not limited to, any of the following:

1. Property tax payment receipts
2. Rent payment receipts
3. Utility service payment receipts
4. Declaration of residency executed by the student's parent/guardian

If any district employee reasonably believes that the parent/guardian of a student has provided false or unreliable evidence of residency, the Superintendent/Principal or designee shall make reasonable efforts to determine that the student meets residency requirements.

Safe at Home Program

When a student or parent/guardian participating in the Safe at Home program requests that the district use the substitute address designated by the Secretary of State, the Superintendent/Principal or designee may request the actual residence address for the purpose of establishing residency within district boundaries. The Superintendent/Principal or designee shall not include the actual address in the student's file or any other public record and shall instead use the substitute address for all future communications and correspondence. (Government Code 6206, 6207)

(cf. 3580 - District Records)

(cf. 5125 - Student Records)

Denial or Revocation of Enrollment

If the Superintendent/Principal or designee, upon investigation, determines that a student's enrollment or attempted enrollment is based on false evidence of residency, he/she shall revoke the student's enrollment. Before any such revocation, the parent/guardian shall be sent written notice of the facts leading to the decision. This notice shall state the parent/guardian's right, within 10 school days, to schedule a meeting with a hearing officer to inspect supporting documents, rebut district evidence, question any district witnesses, and present

oral and/or documentary evidence, including witnesses, on the student's behalf. For good cause, the hearing officer may extend the meeting date for an additional 10 days to permit the parent/guardian to obtain required documentation.

If the parent/guardian fails to schedule the above meeting, the student's enrollment shall be revoked 11 school days after the date of the notice.

If the above meeting is held, the hearing officer shall prepare a written decision describing his/her findings. If the hearing officer's decision is upheld, the parent/guardian shall be informed of his/her right to appeal to the Board of Trustees within 10 days.

A parent/guardian who appeals to the Board shall have the right to have a representative present and to rebut district evidence, question any district witnesses, and present oral and/or documentary evidence, including witnesses, on the student's behalf. Except in cases where good cause is shown, the Board shall not reopen the record to consider evidence or argument which was not presented to the hearing officer. The student may continue to attend school during the period of the appeal.

The Board's decision shall be final.

Legal Reference:

EDUCATION CODE

35351 Assignment of students to particular schools

48050-48054 Nonresidents

48200-48208 Persons included (compulsory education law)

48980 Notifications at beginning of term

52317 ROP, admission of persons including nonresidents to attendance area

FAMILY CODE

6550-6552 Caregivers

GOVERNMENT CODE

6205-6211 Confidentiality of residence for victims of domestic violence

CODE OF REGULATIONS, TITLE 5

432 Varieties of student records

UNCODIFIED STATUTES

AB 687, Ch. 309, Statutes of 1995

COURT DECISIONS

Katz v. Los Gatos-Saratoga Joint Union High School District, (2004) 117 Cal.App.4th 47

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES

0303.95 Verification of residency, LO: 1-95

WEB SITES

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

California Secretary of State, Safe at Home Program: <http://www.ss.ca.gov/safeathome>

Regulation KASHIA ELEMENTARY SCHOOL DISTRICT

approved: June 12, 2019 Stewarts Point, California

Kashia ESD

Administrative Regulation

Residency For Homeless Children

AR 5111.13

Students

Homeless students living in the district shall be admitted to the district school upon presentation of any of the following:

1. Hotel or motel receipts
2. A letter from a social service agency or homeless shelter verifying that the student lives within the district
3. An affidavit from the parent/guardian stating that the family lives within the district

A reasonable effort shall be made to secure an address, phone number and medical release from the parent/guardian when a student is placed in a classroom.

(cf. 5125 - Student Records)

(cf. 5141.31 - Immunizations)

(cf. 6173 - Education for Homeless Children)

Legal Reference:

EDUCATION CODE

1980-1986 County community schools

2558.2 Use of revenue limits to determine average daily attendance of homeless children

39807.5 Payment of transportation costs by parents

UNITED STATES CODE, TITLE 42

11431-11435 McKinney-Vento Homeless Assistance Act

Management Resources:

CDE PUBLICATIONS

Enrolling Students in Homeless Situations, 1999

FEDERAL REGISTER

U.S. Department of Education: Notice of school enrollment guidelines, 67 Fed. Reg. 10698

WEB SITES

CDE: <http://www.cde.ca.gov>

U.S. Department of Education: <http://www.ed.gov>

National Law Center on Homelessness and Poverty: <http://www.nlchp.org>

Regulation KASHIA ELEMENTARY SCHOOL DISTRICT
approved: June 12, 2019 Stewarts Point, California

Kashia ESD

Board Policy

Parental Notifications

BP 5145.6

Students

The Board of Trustees recognizes that notifications are essential to effective communication between the school and the home. The Superintendent/Principal or designee shall send students and parents/guardians all notifications required by law, including notifications about their legal rights, and any other notifications he/she believes will promote parental understanding and involvement.

(cf. 5020 - Parent Rights and Responsibilities)
(cf. 5022 - Student and Family Privacy Rights)
(cf. 6020 - Parent Involvement)

The Superintendent/Principal or designee shall ensure that notifications which must be sent at the beginning of each academic year include a request that the parent/guardian sign the notice and return it to the school. (Education Code 48981, 48982)

Notifications to parents/guardians shall be written both in English and in the family's primary language when so required by law. Whenever an employee learns that a student's parent/guardian is for any reason unable to understand the district's printed notifications, the Superintendent/Principal or designee shall work with the parent/guardian to establish other appropriate means of communication.

(cf. 6174 - Education for English Language Learners)

Legal Reference:

EDUCATION CODE

221.5 Prohibited sex discrimination

231.5 Sexual harassment policy

262.3 Appeals; information re: availability of civil remedies

310 Structured English Immersion Program

17288 Pupils: school buildings

17612 Notification of pesticide use

32255-32255.6 Right to refuse harmful or destructive use of animals

32390 Fingerprint program; contracts; funding; consent of parent/guardian

35178.4 Notice of accreditation status

35183 School dress codes; uniforms

35186 Complaints concerning deficiencies in instructional materials and facilities

35256 School accountability report card
35291 Rules
37616 Consultation
39831.5 School bus rider rules and information
44808.5 Permission to leave school grounds
46010.1 Notice re: excuse to obtain confidential medical services
46014 Regulations regarding absences for religious purposes
46600-46611 Interdistrict attendance agreements especially:
46601 Failure to approve interdistrict attendance
48000 Minimum age of admission
48070.5 Promotion or retention of students
48205 Absence for personal reasons
48206.3 Pupils with temporary disabilities; individual instruction; definitions
48207 Pupils with temporary disabilities in hospitals outside of school district
48208 Students with temporary disabilities in qualifying hospitals
48216 Immunization
48260.5 Notice to parent re truancy
48263 Referral to SARB or probation department
48432.5 Involuntary transfers of pupils
48904 Liability of parent/guardian for willful pupil misconduct
48904.3 Withholding grades, diplomas, or transcripts
48906 Notification of release of pupil to peace officer
48911 Notification in case of suspension
48912 Closed sessions; consideration of suspension
48915.1 Expelled individuals: enrollment in another district
48916 Readmission procedures
48918 Rules governing expulsion procedures
48980 Required notification at beginning of term
48980.3 Notification of pesticide use
48981 Time and means of notification
48982 Signature; return to school; effect of signature
48983 Contents of notice
48984 Activities prohibited unless notice given
48985 Notices to parents in language other than English
48987 Child abuse information
49063 Notification of parents of their rights
49067 Regulations regarding pupil's achievement
49068 Transfer of permanent enrollment and scholarship record
49069 Absolute right to access
49070 Challenging content of records
49073 Release of directory information
49076 Access to student records
49077 Access to information concerning a student in compliance with court order
49091.14 Prospectus
49302 Parental consent
49332 Notifications of retention of object by school personnel; release

49403 Cooperation in control of communicable disease and immunization
49423 Administration of prescribed medication for pupil
49451 Physical examinations: parent's refusal to consent
49452.5 Screening for scoliosis
49456 Report to parent
49472 Medical and hospital services for pupils
49480 Continuing medication regimen for nonepisodic conditions
49510-49520 Duffy-Moscone Family Nutrition Education and Services Act of 1970
51229 Course of study for grades 7-12
51513 Personal beliefs
51938 Right of parent/guardian notice HIV/AIDS and sexual health instruction
52164.1 Census-taking methods; determination of primary language; assessment of language skills
52164.3 Notice of reassessment of language skills
52173 Consultation with parents or guardians; notice to parents or guardians; withdrawal of pupil
52244 Advanced Placement Program
54444.2 Migrant education programs; parent involvement
56301 Child-find system; policies re: written notification rights
56321 Special education: proposed assessment plan
56329 Written notice of right to findings; independent assessment
56341 Individualized education program team
56341.5 Individualized education program team meetings
56343.5 IEP meetings
56346 Parental notice and consent to special education program
58501 Alternative schools: notice required prior to establishment
60641 Standardized Testing and Reporting Program
60850 High School Exit Examination
66204 Certification of high school courses as meeting university admission criteria
HEALTH AND SAFETY CODE
1596.857 Right to enter child care facility
120365 Immunizations
120370 Immunizations
120375 Immunizations
120440 Sharing immunization information
124085 Certificate of receipt; health screening and evaluation services; waiver by parent/guardian
124100 School districts and private schools; information to parents
PENAL CODE
627.5 Hearing request following denial or revocation of registration
WELFARE AND INSTITUTIONS CODE
18976.5 Parental notice; right of refusal to participate
CODE OF REGULATIONS, TITLE 5
863 Standardized Testing and Reporting Program
3052 Behavioral intervention
3831 General standards (Gifted and Talented Program)
4622 Notice requirements and recipients

4631 Responsibilities of the local agency
11303 Reclassification of English language learners
11309 Parental exception waivers
11523 Notice of proficiency examinations
18066 Policies and procedures absences for child care
UNITED STATES CODE, TITLE 20
1232g Family Educational and Privacy Rights Act
1415 Procedural safeguards
1681-1688 Title IX, discrimination based on sex or blindness
6311 State plans
6312 Local education agency plans
6316 Academic assessment and local education agency school improvement
6318 Parental involvement
7908 Armed forces recruiter access to students
UNITED STATES CODE, TITLE 42
2000d -2000d-7, Title VI, Civil Rights Act of 1964
CODE OF FEDERAL REGULATIONS, TITLE 34
99.7 Student records, annual notification
99.34 Student records, disclosure to other educational agencies
104.36 Procedural safeguards
106.9 Dissemination of policy, nondiscrimination on basis of sex
300.345 Parent participation
300.502 Independent educational evaluation
300.503 Prior written notice
300.505 Parental consent
300.507 Parent notice due process hearing
300.523 Manifestation determination review
CODE OF FEDERAL REGULATIONS, TITLE 40
763.93 Management plans

Policy KASHIA ELEMENTARY SCHOOL DISTRICT
adopted: June 12, 2019 Stewarts Point, California

Kashia ESD

Board Policy

Parental Notifications

BP 5145.6

Students

The Board of Trustees recognizes that notifications are essential to effective communication between the school and the home. The Superintendent/Principal or designee shall send students and parents/guardians all notifications required by law, including notifications about their legal rights, and any other notifications he/she believes will promote parental understanding and involvement.

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 5022 - Student and Family Privacy Rights)

(cf. 6020 - Parent Involvement)

The Superintendent/Principal or designee shall ensure that notifications which must be sent at the beginning of each academic year include a request that the parent/guardian sign the notice and return it to the school. (Education Code 48981, 48982)

Notifications to parents/guardians shall be written both in English and in the family's primary language when so required by law. Whenever an employee learns that a student's parent/guardian is for any reason unable to understand the district's printed notifications, the Superintendent/Principal or designee shall work with the parent/guardian to establish other appropriate means of communication.

(cf. 6174 - Education for English Language Learners)

Legal Reference:

EDUCATION CODE

221.5 Prohibited sex discrimination

231.5 Sexual harassment policy

262.3 Appeals; information re: availability of civil remedies

310 Structured English Immersion Program

17288 Pupils: school buildings

17612 Notification of pesticide use

32255-32255.6 Right to refuse harmful or destructive use of animals

32390 Fingerprint program; contracts; funding; consent of parent/guardian

35178.4 Notice of accreditation status

35183 School dress codes; uniforms

35186 Complaints concerning deficiencies in instructional materials and facilities

35256 School accountability report card
35291 Rules
37616 Consultation
39831.5 School bus rider rules and information
44808.5 Permission to leave school grounds
46010.1 Notice re: excuse to obtain confidential medical services
46014 Regulations regarding absences for religious purposes
46600-46611 Interdistrict attendance agreements especially:
46601 Failure to approve interdistrict attendance
48000 Minimum age of admission
48070.5 Promotion or retention of students
48205 Absence for personal reasons
48206.3 Pupils with temporary disabilities; individual instruction; definitions
48207 Pupils with temporary disabilities in hospitals outside of school district
48208 Students with temporary disabilities in qualifying hospitals
48216 Immunization
48260.5 Notice to parent re truancy
48263 Referral to SARB or probation department
48432.5 Involuntary transfers of pupils
48904 Liability of parent/guardian for willful pupil misconduct
48904.3 Withholding grades, diplomas, or transcripts
48906 Notification of release of pupil to peace officer
48911 Notification in case of suspension
48912 Closed sessions; consideration of suspension
48915.1 Expelled individuals: enrollment in another district
48916 Readmission procedures
48918 Rules governing expulsion procedures
48980 Required notification at beginning of term
48980.3 Notification of pesticide use
48981 Time and means of notification
48982 Signature; return to school; effect of signature
48983 Contents of notice
48984 Activities prohibited unless notice given
48985 Notices to parents in language other than English
48987 Child abuse information
49063 Notification of parents of their rights
49067 Regulations regarding pupil's achievement
49068 Transfer of permanent enrollment and scholarship record
49069 Absolute right to access
49070 Challenging content of records
49073 Release of directory information
49076 Access to student records
49077 Access to information concerning a student in compliance with court order
49091.14 Prospectus
49302 Parental consent
49332 Notifications of retention of object by school personnel; release

49403 Cooperation in control of communicable disease and immunization
49423 Administration of prescribed medication for pupil
49451 Physical examinations: parent's refusal to consent
49452.5 Screening for scoliosis
49456 Report to parent
49472 Medical and hospital services for pupils
49480 Continuing medication regimen for nonepisodic conditions
49510-49520 Duffy-Moscone Family Nutrition Education and Services Act of 1970
51229 Course of study for grades 7-12
51513 Personal beliefs
51938 Right of parent/guardian notice HIV/AIDS and sexual health instruction
52164.1 Census-taking methods; determination of primary language; assessment of language skills
52164.3 Notice of reassessment of language skills
52173 Consultation with parents or guardians; notice to parents or guardians; withdrawal of pupil
52244 Advanced Placement Program
54444.2 Migrant education programs; parent involvement
56301 Child-find system; policies re: written notification rights
56321 Special education: proposed assessment plan
56329 Written notice of right to findings; independent assessment
56341 Individualized education program team
56341.5 Individualized education program team meetings
56343.5 IEP meetings
56346 Parental notice and consent to special education program
58501 Alternative schools: notice required prior to establishment
60641 Standardized Testing and Reporting Program
60850 High School Exit Examination
66204 Certification of high school courses as meeting university admission criteria
HEALTH AND SAFETY CODE
1596.857 Right to enter child care facility
120365 Immunizations
120370 Immunizations
120375 Immunizations
120440 Sharing immunization information
124085 Certificate of receipt; health screening and evaluation services; waiver by parent/guardian
124100 School districts and private schools; information to parents
PENAL CODE
627.5 Hearing request following denial or revocation of registration
WELFARE AND INSTITUTIONS CODE
18976.5 Parental notice; right of refusal to participate
CODE OF REGULATIONS, TITLE 5
863 Standardized Testing and Reporting Program
3052 Behavioral intervention
3831 General standards (Gifted and Talented Program)
4622 Notice requirements and recipients

4631 Responsibilities of the local agency
11303 Reclassification of English language learners
11309 Parental exception waivers
11523 Notice of proficiency examinations
18066 Policies and procedures absences for child care
UNITED STATES CODE, TITLE 20
1232g Family Educational and Privacy Rights Act
1415 Procedural safeguards
1681-1688 Title IX, discrimination based on sex or blindness
6311 State plans
6312 Local education agency plans
6316 Academic assessment and local education agency school improvement
6318 Parental involvement
7908 Armed forces recruiter access to students
UNITED STATES CODE, TITLE 42
2000d -2000d-7, Title VI, Civil Rights Act of 1964
CODE OF FEDERAL REGULATIONS, TITLE 34
99.7 Student records, annual notification
99.34 Student records, disclosure to other educational agencies
104.36 Procedural safeguards
106.9 Dissemination of policy, nondiscrimination on basis of sex
300.345 Parent participation
300.502 Independent educational evaluation
300.503 Prior written notice
300.505 Parental consent
300.507 Parent notice due process hearing
300.523 Manifestation determination review
CODE OF FEDERAL REGULATIONS, TITLE 40
763.93 Management plans

Policy KASHIA ELEMENTARY SCHOOL DISTRICT
adopted: June 12, 2019 Stewarts Point, California

Kashia ESD

Exhibit

Parental Notifications

E 5145.6

Students

Cautionary Notice 2013-14: AB 110 (Ch. 20, Statutes of 2013) amended Government Code 17581.5 to relieve districts from the obligation, until July 1, 2014, to perform any activities that are deemed to be reimbursable state mandates under that section. As a result, certain provisions of the following Exhibit that reflect those requirements may be suspended.

Note: The following exhibit lists notices which the law explicitly requires be provided to parents/guardians. However, there are other notices that districts are recommended to distribute, such as the notice included in AR 5145.3 - Nondiscrimination/Harassment regarding the rights of transgender and gender-nonconforming students and the opportunity for a student to inform the district whenever his/her participation in a sex-segregated program or activity with a student of the opposite biological sex would be against the student's religious beliefs and/or practices or a violation of his/her right to privacy.

Unless otherwise indicated, code numbers below refer to Education Code sections.

I. Annually

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 17612, 48980.3

Board Policy/Administrative Regulation #: See AR 3514.2

Subject: Use of pesticide product, active ingredients, Internet address to access information

When to Notify: Annually by February 1

Education or Other Legal Code: Education Code 35256

Board Policy/Administrative Regulation #: See BP 0510

Subject: School Accountability Report Card provided

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 35291, 48980

Board Policy/Administrative Regulation #: See AR 5144, See AR 5144.1

Subject: District and site discipline rules

When to Notify: Beginning of each school year

Education or Other Legal Code: Education Code 46010.1

Board Policy/Administrative Regulation #: See BP 5113

Subject: Absence for confidential medical services

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980
Board Policy/Administrative Regulation #: See BP 6111
Subject: Schedule of minimum days

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 231.5; 5 CCR 4917
Board Policy/Administrative Regulation #: See AR 5145.7
Subject: Sexual harassment policy as related to students

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 32255-32255.6
Board Policy/Administrative Regulation #: See AR 5145.8
Subject: Right to refrain from harmful or destructive use of animals

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 35160.5, 46600-46611, 48204
Board Policy/Administrative Regulation #: See AR 5111.1, See AR 5116.1, See AR 5117
Subject: All statutory attendance options, available local attendance options, options for meeting residency

When to Notify: Beginning of each school year, if Board allows such absence
Education or Other Legal Code: Education Code 48980, 46014
Board Policy/Administrative Regulation #: See BP 5113, See AR 5113
Subject: Absence for religious exercise or purposes

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 48205
Board Policy/Administrative Regulation #: See BP 5113, See AR 5113, See AR 6154
Subject: Excused absences; grade/credit cannot be reduced due to excused absence if work or test has been completed

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 48206.3, 48207, 48208
Board Policy/Administrative Regulation #: See AR 6183
Subject: Availability of home/hospital instruction for students with temporary disabilities

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 49403
Board Policy/Administrative Regulation #: See BP 5141.31
Subject: Consent to school immunization program

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 49423, 49480
Board Policy/Administrative Regulation #: See AR 5141.21
Subject: Administration of prescribed medication

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 49451; 20 USC 1232h
Board Policy/Administrative Regulation #: See AR 5141.3
Subject: Right to refuse consent to physical examination

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 48980, 49472
Board Policy/Administrative Regulation #: See BP 5143
Subject: Availability of insurance

When to Notify: Beginning of each school year
Education or Other Legal Code: 49013; 5 CCR 4622
Board Policy/Administrative Regulation #: See AR 1312.3
Subject: Uniform complaint procedures, available appeals, civil law remedies

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 49063
Board Policy/Administrative Regulation #: See AR 5125, See AR 5125.3
Subject: Challenge, review and expunging of records

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 49063, 49069; 20 USC 1232g; 34 CFR 99.7
Board Policy/Administrative Regulation #: See AR 5125
Subject: Student records: inspect and review, access, types, location, persons responsible, location of log, access criteria, cost of copies, amendment requests, criteria to determine legitimate educational interest, course prospectus availability

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 49063, 49073; 20 USC 1232g; 34 CFR 99.37
Board Policy/Administrative Regulation #: See AR 5125.1
Subject: Release of directory information

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 49520, 48980; 42 USC 1758; 7 CFR 245.5
Board Policy/Administrative Regulation #: See AR 3553
Subject: Free and reduced price meals

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 56301
Board Policy/Administrative Regulation #: See BP 6164.4
Subject: Parental rights re: special education identification, referral, assessment, instructional planning, implementation and review, and procedures for initiating a referral for assessment

When to Notify: Beginning of each school year
Education or Other Legal Code: Education Code 58501, 48980

Board Policy/Administrative Regulation #: See AR 6181

Subject: Alternative schools

When to Notify: Beginning of each school year

Education or Other Legal Code: Health and Safety Code 104855

Board Policy/Administrative Regulation #: See AR 5141.6

Subject: Availability of dental fluoride treatment; opportunity to accept or deny treatment

When to Notify: Annually

Education or Other Legal Code: 5 CCR 852

Board Policy/Administrative Regulation #: AR 6162.51

Subject: Student's participation in state assessments; option to request exemption from testing

When to Notify: Beginning of each school year

Education or Other Legal Code: 20 USC 1232h

Board Policy/Administrative Regulation #: See AR 5022, See BP 6162.8

Subject: Notice of privacy policy and dates of activities re: survey, health examination, or collection of personal information for marketing; process to opt out of such activities

When to Notify: Beginning of each school year, if district receives Title I funds

Education or Other Legal Code: 20 USC 6311; 34 CFR 200.61

Board Policy/Administrative Regulation #: See AR 4112.24, See AR 4222

Subject: Right to request information re: professional qualifications of child's teacher and paraprofessional

When to Notify: Beginning of each school year, if any district school has been identified for program improvement or corrective action

Education or Other Legal Code: 20 USC 6316

Board Policy/Administrative Regulation #: See AR 0520.2

Subject: Availability of supplemental educational services, identity of providers, description of services, qualifications, effectiveness of providers

When to Notify: Beginning of each school year

Education or Other Legal Code: 34 CFR 104.8, 106.9

Board Policy/Administrative Regulation #: See BP 0410, See BP 6178

Subject: Nondiscrimination

When to Notify: Beginning of each school year to parent, teacher, and employee organizations or, in their absence, individuals

Education or Other Legal Code: 40 CFR 763.84, 40 CFR 763.93

Board Policy/Administrative Regulation #: See AR 3514

Subject: Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress

II. At Specific Times During the Student's Academic Career

When to Notify: Beginning in grade 7, at least once prior to course selection and career counseling

Education or Other Legal Code: Education Code 221.5; 48980

Board Policy/Administrative Regulation #: See BP 6164.2

Subject: Course selection and career counseling

When to Notify: When child first enrolls in a public school, if the school offers a fingerprinting program

Education or Other Legal Code: Education Code 32390, 48980

Board Policy/Administrative Regulation #: See AR 5142.1

Subject: Fingerprinting program

When to Notify: Upon registration in K-6, if students have not previously been transported

Education or Other Legal Code: Education Code 39831.5

Board Policy/Administrative Regulation #: See AR 3543

Subject: School bus safety rules and information, list of stops, rules of conduct, red light crossing instructions, bus danger zones, walking to and from stops

When to Notify: Beginning of each school year for high school students, if high school is open campus

Education or Other Legal Code: Education Code 44808.5, 48980

Board Policy/Administrative Regulation #: See AR 5112.5

Subject: Open campus

When to Notify: Beginning of each school year in grades 9-12, if district allows career technical education (CTE) course to satisfy graduation requirement

Education or Other Legal Code: Education Code 48980, 51225.3

Board Policy/Administrative Regulation #: See AR 6146.1

Subject: How each high school graduation requirement does or does not satisfy college entrance a-g course criteria; list of districts CTE courses that satisfy a-g course criteria

When to Notify: Beginning each school year in grades 9-12 and when high school student transfers into the district

Education Code 48980, 60850

Board Policy/Administrative Regulation #: See AR 6162.52

Subject: Requirement to pass the high school exit exam including: date of exam, requirements for passing, consequences of not passing, and that passing is a condition of graduation

When to Notify: When students entering grade 7

Education or Other Legal Code: Education Code 49452.7

Board Policy/Administrative Regulation #: See AR 5141.3

Subject: Specified information on type 2 diabetes

When to Notify: When in kindergarten, or first grade if not previously enrolled in public school

Education or Other Legal Code: Education Code 49452.8

Board Policy/Administrative Regulation #: See AR 5141.32

Subject: Requirement for oral health assessment, explanation of law, importance of oral health, agency contact, privacy rights

When to Notify: Beginning of each school year for students in grades 9-12

Education or Other Legal Code: Education Code 51229, 48980

Board Policy/Administrative Regulation #: See AR 6143

Subject: College admission requirements, UC and CSU web sites that list certified courses, description of CTE, CDE Internet address, how students may meet with counselors

When to Notify: Beginning of each school year for students in grades 7-12

Education or Other Legal Code: Education Code 51938, 48980

Board Policy/Administrative Regulation #: See AR 6142.1

Subject: Explanation of sex and HIV/AIDS instruction; right to view A/V materials, who's teaching, request specific Education Code sections, right to excuse

When to Notify: Within 20 working days of receiving results of standardized achievement tests or, if results not available in school year, 20 days of start of next school year

Education or Other Legal Code: Education Code 60641; 5 CCR 863

Board Policy/Administrative Regulation #: See AR 6162.51

Subject: Results of tests; test purpose, individual score and intended use

When to Notify: When child is enrolled in kindergarten

Education or Other Legal Code: Health and Safety Code 124100

Board Policy/Administrative Regulation #: See AR 5141.32

Subject: Health screening examination

When to Notify: To students in grades 11-12, early enough to enable registration for fall test

Education or Other Legal Code: 5 CCR 11523

Board Policy/Administrative Regulation #: See AR 6146.2

Subject: Notice of proficiency examination provided under Education Code 48412

When to Notify: To secondary students, if district receives Title I funds

Education or Other Legal Code: 20 USC 7908

Board Policy/Administrative Regulation #: See AR 5125.1

Subject: Notice that parents may request district to not release name, address, phone number of child to military recruiters without prior written consent

III. When Special Circumstances Occur

When to Notify: Upon receipt of a complaint alleging discrimination

Education or Other Legal Code: Education Code 262.3

Board Policy/Administrative Regulation #: See AR 1312.3

Subject: Civil law remedies available to complainants

When to Notify: When student has been placed in structured English immersion program

Education or Other Legal Code: Education Code 310-311; 5 CCR 11309

Board Policy/Administrative Regulation #: See AR 6174

Subject: Student's placement in program, opportunity to apply for parental exception waiver, other rights of student relative to such placements

When to Notify: When determining whether an English learner should be reclassified as fluent English proficient

Education or Other Legal Code: Education Code 313; 5 CCR 11303

Board Policy/Administrative Regulation #: See AR 6174

Subject: Description of reclassification process, opportunity for parent/guardian to participate

When to Notify: When Student is identified as English learner and district receives Title III funds, not later than 30 days after beginning of school year or within two weeks of placement if identified during school year

Education or Other Legal Code: Education Code 440; 20 USC 7012

Board Policy/Administrative Regulation #: See AR 6174

Subject: Reason for classification, level of English proficiency, description of program(s), option to decline program or choose alternate, exit requirements of program

When to Notify: Before high school student attends specialized secondary program on a university campus

Education or Other Legal Code: Education Code 17288

Board Policy/Administrative Regulation #: None

Subject: University campus buildings may not meet Education Code requirements for structural safety

When to Notify: At least 72 hours before use of pesticide product not included in annual list

Education or Other Legal Code: Education Code 17612

Board Policy/Administrative Regulation #: See AR 3514.2

Subject: Intended use of pesticide product

When to Notify: To members of athletic teams

Education or Other Legal Code: Education Code 32221.5

Board Policy/Administrative Regulation #: See AR 5143

Subject: Offer of insurance; no-cost and low-cost program options

When to Notify: If school has lost its WASC accreditation status

Education or Other Legal Code: Education Code 35178.4

Board Policy/Administrative Regulation #: See BP 6190

Subject: Loss of status, potential consequences

When to Notify: At least six months before implementing a schoolwide uniform policy

Education or Other Legal Code: Education Code 35183

Board Policy/Administrative Regulation #: See AR 5132

Subject: Dress code policy requiring schoolwide uniform

When to Notify: Before implementing a year-round schedule

Education or Other Legal Code: Education Code 37616
Board Policy/Administrative Regulation #: See BP 6117
Subject: Year-round schedule

When to Notify: When interdistrict transfer is requested and not approved or denied within 30 days

Education or Other Legal Code: Education Code 46601
Board Policy/Administrative Regulation #: See AR 5117
Subject: Appeal process

When to Notify: Before early entry to kindergarten, if offered
Education or Other Legal Code: Education Code 48000
Board Policy/Administrative Regulation #: See AR 5111
Subject: Effects, advantages and disadvantages of early entry

When to Notify: When student identified as being at risk of retention
Education or Other Legal Code: Education Code 48070.5
Board Policy/Administrative Regulation #: See AR 5123
Subject: Student at risk of retention

When to Notify: When student excluded due to quarantine, contagious or infectious disease, danger to safety or health
Education or Other Legal Code: Education Code 48213
Board Policy/Administrative Regulation #: See AR 5112.2, See BP 5141.33
Subject: Student has been excluded from school

When to Notify: Before already admitted student is excluded for lack of immunization
Education or Other Legal Code: Education Code 48216; 17 CCR 6040
Board Policy/Administrative Regulation #: See AR 5141.31
Subject: Need to submit evidence of immunization or exemption within 10 school days; referral to medical care

When to Notify: When a student is classified a truant
Education or Other Legal Code: Education Code 48260.5, 48262
Board Policy/Administrative Regulation #: See AR 5113.1
Subject: Truancy, parental obligation, availability of alternative programs, student consequences, need for conference

When to Notify: When a truant is referred to a SARB or probation department
Education or Other Legal Code: Education Code 48263
Board Policy/Administrative Regulation #: See AR 5113.1
Subject: Name and address of SARB or probation department and reason for referral

When to Notify: When a school is identified on the state's Open Enrollment List
Education or Other Legal Code: Education Code 48354; 5 CCR 4702
Board Policy/Administrative Regulation #: See AR 5118

Subject: Student's option to transfer to another school

When to Notify: Within 60 days of receiving application for transfer out of open enrollment school

Education or Other Legal Code: Education Code 48357; 5 CCR 4702

Board Policy/Administrative Regulation #: See AR 5118

Subject: Whether student's transfer application is accepted or rejected; reasons for rejection

When to Notify: When student requests to voluntarily transfer to continuation school

Education or Other Legal Code: 48432.3

Board Policy/Administrative Regulation #: See AR 6184

Subject: Copy of district policy and regulation on continuation education

When to Notify: Prior to involuntary transfer to continuation school

Education or Other Legal Code: Education Code 48432.5

Board Policy/Administrative Regulation #: See AR 6184

Subject: Right to request meeting prior to involuntary transfer to continuation school

When to Notify: When student is removed from class and teacher requires parental attendance at school

Education or Other Legal Code: Education Code 48900.1

Board Policy/Administrative Regulation #: See BP 5144.1, See AR 5144.1

Subject: Parental attendance required; timeline for attendance

When to Notify: Prior to withholding grades, diplomas, or transcripts

Education or Other Legal Code: Education Code 48904

Board Policy/Administrative Regulation #: See AR 5125.2

Subject: Damaged school property

When to Notify: When withholding grades, diplomas or transcripts from transferring student

Education or Other Legal Code: Education Code 48904.3

Board Policy/Administrative Regulation #: See AR 5125.2

Subject: Next school will continue withholding grades, diplomas or transcripts

When to Notify: When student is released to peace officer

Education or Other Legal Code: Education Code 48906

Board Policy/Administrative Regulation #: See BP 5145.11

Subject: Release of student to peace officer

When to Notify: At time of suspension

Education or Other Legal Code: Education Code 48911

Board Policy/Administrative Regulation #: See BP 5144.1, See AR 5144.1

Subject: Notice of suspension

When to Notify: When original period of suspension is extended

Education or Other Legal Code: Education Code 48911

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: Extension of suspension

When to Notify: At the time a student is assigned to a supervised suspension classroom

Education or Other Legal Code: Education Code 48911.1

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: The student's assignment to a supervised suspension classroom

When to Notify: Before holding a closed session re: suspension

Education or Other Legal Code: Education Code 48912

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: Intent to hold a closed session re: suspension

When to Notify: When student expelled from another district for certain acts seeks admission

Education or Other Legal Code: Education Code 48915.1, 48918

Board Policy/Administrative Regulation #: See BP 5119

Subject: Hearing re: possible danger presented by expelled student

When to Notify: When readmission is denied

Education or Other Legal Code: Education Code 48916

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: Reasons for denial; determination of assigned program

When to Notify: When expulsion occurs

Education or Other Legal Code: Education Code 48916

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: Description of readmission procedures

When to Notify: 10 calendar days before expulsion hearing

Education or Other Legal Code: Education Code 48918

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: Notice of expulsion hearing

When to Notify: When expulsion or suspension of expulsion occurs

Education or Other Legal Code: Education Code 48918

Board Policy/Administrative Regulation #: See AR 5144.1

Subject: Decision to expel; right to appeal to county board; obligation to inform new district of status

When to Notify: One month before the scheduled minimum day

Education or Other Legal Code: Education Code 48980

Board Policy/Administrative Regulation #: See BP 6111

Subject: When minimum days are scheduled after the beginning of the school year

When to Notify: When parents request guidelines for filing complaint of child abuse at a school site

Education or Other Legal Code: Education Code 48987
Board Policy/Administrative Regulation #: See AR 5141.4
Subject: Guidelines for filing complaint of child abuse at a school site with local child protective agencies

When to Notify: When student in danger of failing a course
Education or Other Legal Code: Education Code 49067
Board Policy/Administrative Regulation #: See AR 5121
Subject: Student in danger of failing a course

When to Notify: When student transfers from another district or private school
Education or Other Legal Code: Education Code 49068
Board Policy/Administrative Regulation #: See AR 5125
Subject: Right to receive copy of student's record and to challenge its content

When to Notify: Within 24 hours of release of information to a judge or probation officer
Education or Other Legal Code: Education Code 49076
Board Policy/Administrative Regulation #: See AR 5125
Subject: Release of student record to a judge or probation officer for conducting truancy mediation program or for presenting evidence at a truancy petition

When to Notify: Before release of information pursuant to court order or subpoena
Education or Other Legal Code: Education Code 49077
Board Policy/Administrative Regulation #: See AR 5125
Subject: Release of information pursuant to court order or subpoena

When to Notify: When screening results in suspicion that student has scoliosis
Education or Other Legal Code: Education Code 49452.5
Board Policy/Administrative Regulation #: See AR 5141.3
Subject: Scoliosis screening

When to Notify: When test results in discovery of visual or hearing defects
Education or Other Legal Code: Education Code 49456
Board Policy/Administrative Regulation #: See AR 5141.3
Subject: Vision or hearing test

When to Notify: Annually to parents/guardians of student athletes before their first practice or competition
Education or Other Legal Code: Education Code 49475
Board Policy/Administrative Regulation #: See AR 6145.2
Subject: Information on concussions and head injuries

When to Notify: Before any test questioning personal beliefs
Education or Other Legal Code: Education Code 51513
Board Policy/Administrative Regulation #: See AR 5022
Subject: Permission for test, survey questioning personal beliefs

When to Notify: Within 14 days of instruction if arrangement made for guest speaker after beginning of school year

Education or Other Legal Code: Education Code 51938

Board Policy/Administrative Regulation #: See AR 6142.1

Subject: Instruction in HIV/AIDS or sexual health education by guest speaker or outside consultant

When to Notify: Prior to administering survey regarding health risks and behaviors to students in 7-12

Education or Other Legal Code: Education Code 51938

Board Policy/Administrative Regulation #: See AR 5022

Subject: Notice that the survey will be administered

When to Notify: Within 30 calendar days of receipt of results of assessment or reassessment of English proficiency

Education or Other Legal Code: Education Code 52164.1, 52164.3; 5 CCR 11511.5

Board Policy/Administrative Regulation #: See AR 6174

Subject: Results of state test of English proficiency

When to Notify: When migrant education program is established

Education or Other Legal Code: Education Code 54444.2

Board Policy/Administrative Regulation #: See BP 6175, See AR 6175

Subject: Parent advisory council membership composition

When to Notify: When child participates in licensed child care and development program

Education or Other Legal Code: Health and Safety Code 1596.857

Board Policy/Administrative Regulation #: See AR 5148

Subject: Parent right to enter facility

When to Notify: When district receives Tobacco-Use Prevention Education Funds

Education or Other Legal Code: Health and Safety 104420

Board Policy/Administrative Regulation #: See AR 3513.3

Subject: The district's tobacco-free schools policy and enforcement procedures

When to Notify: When sharing student immunization information with an immunization system

Education or Other Legal Code: Health and Safety Code 120440

Board Policy/Administrative Regulation #: See AR 5125

Subject: Types of information to be shared, name and address of agency, acceptable use of the information, right to examine, right to refuse to share

When to Notify: When hearing is requested by person asked to leave school premises

Education or Other Legal Code: Penal Code 627.5

Board Policy/Administrative Regulation #: See AR 3515.2

Subject: Notice of hearing

When to Notify: When providing written decision in response to a complaint re: discrimination, special education, or noncompliance with law regulating educational programs
Education or Other Legal Code: 5 CCR 4631
Board Policy/Administrative Regulation #: See AR 1312.3
Subject: Appeal rights and procedures

When to Notify: When child participates in licensed child care and development program
Education or Other Legal Code: 5 CCR 18066
Board Policy/Administrative Regulation #: See AR 5148
Subject: Policies re: unexcused absences

When to Notify: When district substantively changes policy on student privacy rights
Education or Other Legal Code: 20 USC 1232h
Board Policy/Administrative Regulation #: See AR 5022
Subject: Notice of any substantive change in policy or regulation

When to Notify: For districts receiving Title I funds, when a child has been taught for four or more consecutive weeks by a teacher who is not "highly qualified"
Education or Other Legal Code: 20 USC 6311
Board Policy/Administrative Regulation #: See AR 4112.24
Subject: Timely notice to parent of child's assignment

When to Notify: When school identified for program improvement or corrective action, within 30 days of failure to make annual yearly progress, to parents of English learners
Education or Other Legal Code: 20 USC 6312
Board Policy/Administrative Regulation #: See AR 0520.2
Subject: Notice of failure to make adequate yearly progress

When to Notify: For districts receiving Title I funds, not later than 30 days after beginning of school year, to parents of English learners
Education or Other Legal Code: 20 USC 6312
Board Policy/Administrative Regulation #: See AR 6174
Subject: Reasons for placement, level of proficiency, instructional methods, how program meets child's strengths and teaches English, exit requirements, right to choose other program

When to Notify: When school identified for program improvement or corrective action
Education or Other Legal Code: 20 USC 6316
Board Policy/Administrative Regulation #: See AR 0520.2, See AR 5116.1
Subject Explanation of identification, reasons, how problem will be addressed, how parents can become involved, transfer option, availability of supplemental services

When to Notify: When district identified for program improvement
Education or Other Legal Code: 20 USC 6316
Board Policy/Administrative Regulation #: See AR 0520.3
Subject: Explanation of status, reasons for identification, how parents can participate in upgrading district

When to Notify: For schools receiving Title I funds, upon development of parent involvement policy

Education or Other Legal Code: 20 USC 6318

Board Policy/Administrative Regulation #: See AR 6020

Subject: Notice of policy

When to Notify: For districts receiving Title III funds, within 30 days of the release of state Title III accountability report

Education or Other Legal Code: 20 USC 7012

Board Policy/Administrative Regulation #: See AR 6174

Subject: Notification of any failure to make progress on state's annual measurable achievement objectives for English learners

When to Notify: When household is selected for verification of eligibility for free or reduced-price meals

Education or Other Legal Code: 42 USC 1758; 7 CFR 245.6a

Board Policy/Administrative Regulation #: See AR 3553

Subject: Notice of need to submit verification information; any subsequent change in benefits; right to appeal

When to Notify: When student transfers out of state and records are disclosed without consent pursuant to 34 CFR 99.30

Education or Other Legal Code: 34 CFR 99.34

Board Policy/Administrative Regulation #: See AR 5125

Subject: Right to review records

IV. Special Education Notices

When to Notify: Before functional behavioral assessment begins

Education or Other Legal Code: 56321

Board Policy/Administrative Regulation #: AR 6159.4

Subject: Notification and consent

When to Notify: Prior to conducting initial evaluation

Education or Other Legal Code: Education Code 56301, 56321, 56321.5, 56321.6, 56329; 34 CFR 300.502

Board Policy/Administrative Regulation #: See AR 6164.4

Subject: Proposed evaluation plan, related parental rights, prior written notice

When to Notify: 24 hours before IEP when district intending to record

Education or Other Legal Code: Education Code 56341.1

Board Policy/Administrative Regulation #: See AR 6159

Subject: Intention to audio-record IEP meeting

When to Notify: Early enough to ensure opportunity for parent to attend IEP meeting

Education or Other Legal Code: Education Code 56341.5; 34 CFR 300.322
Board Policy/Administrative Regulation #: See AR 6159
Subject: Time, purpose, location, who in attendance, participation of others with special knowledge, transition statements if appropriate

When to Notify: When parent orally requests review of IEP
Education or Other Legal Code: Education Code 56343.5
Board Policy/Administrative Regulation #: See AR 6159
Subject: Need for written request

When to Notify: Within one school day of emergency intervention or serious property damage
Education or Other Legal Code: 56521.1
Board Policy/Administrative Regulation #: See AR 6159.4
Subject: Emergency intervention

When to Notify: Whenever there is a proposal or refusal to initiate or change the identification, evaluation, placement, or FAPE, including when parent/guardian revokes consent for services
Education or Other Legal Code: 20 USC 1415(c); 34 CFR 300.300, 300.503
Board Policy/Administrative Regulation #: See AR 6159, See AR 6159.1
Subject: Prior written notice

When to Notify: Initial referral for evaluation
Education or Other Legal Code: 20 USC 1415(d); 34 CFR 300.503
Board Policy/Administrative Regulation #: See AR 6159.1
Subject: Prior written notice and procedural safeguards notice

When to Notify: Registration of complaint
Education or Other Legal Code: 20 USC 1415(d); 34 CFR 300.504
Board Policy/Administrative Regulation #: See AR 6159.1
Subject: Procedural safeguards notice

When to Notify: Disciplinary action taken for dangerous behavior
Education or Other Legal Code: 20 USC 1415(k); 34 CFR 300.530
Board Policy/Administrative Regulation #: See AR 5144.2
Subject: Decision and procedural safeguards notice

When to Notify: Suspension or change of placement for more than 10 days
Education or Other Legal Code: 20 USC 1415(k); 34 CFR 300.530
Board Policy/Administrative Regulation #: See AR 5144.2
Subject: Decision and procedural safeguards notice

When to Notify: Upon requesting a due process hearing
Education or Other Legal Code: 20 USC 1415(k); 34 CFR 300.508
Board Policy/Administrative Regulation #: See AR 6159.1
Subject: Student's name, address, school, description of problem, proposed resolution

When to Notify: Eligibility for services under Section 504
Education or Other Legal Code: 34 CFR 104.32, 104.36
Board Policy/Administrative Regulation #: See AR 6164.6
Subject: District responsibilities, district actions, procedural safeguards

V. Classroom Notices

When to Notify: In each classroom in each school
Education or Other Legal Code: Education Code 35186
Board Policy/Administrative Regulation #: See AR 1312.4, E 1312.4
Subject: Complaints re: sufficiency of instructional materials, teacher vacancy and misassignment, maintenance of facilities.

Exhibit KASHIA ELEMENTARY SCHOOL DISTRICT
version: June 12, 2019 Stewarts Point, California