
Agenda
Governing School Board
Special Board Meeting Monday, March 15, 2021
3:00 p.m. – District Office

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

Glenda Antone	_____	Frances Johnson	_____
Gene Parrish	_____	Amy Ruegg	_____
Charlene Pinola	_____	Patti Pomplin	_____

2. Approval of Agenda

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

Public comment on any item of interest to the public that is within in the Board's jurisdiction will be heard. The Board may limit comments to no more than 5 minutes each pursuant to Board policy. Public comment will be allowed on each specific agenda item prior to Board action thereon.

4. Communications

5. Consent Agenda

- 5.1 Approval of Minutes from February 10, 2021
- 5.2 Approval of Warrants for February 2020

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 Reopening Plan
- 7.2 Student Cultural Bereavement Leave

8. Items Scheduled for Discussion and Action

- 8.1 Approve Final Reading Board Policies
 - BP 5000 Concepts and Roles
 - BP 5112.3 Student Leave of Absence
 - AR 5112.3 Student Leave of Absence
 - BP 5113.2 Work Permits
 - AR 5113.2 Work Permits
 - BP 5121 Grades/Evaluation of Student Achievement
 - AR 5121 Grades/Evaluation of Student Achievement
 - BP 5125.1 Release of Directory Information
 - AR 5125.1 Release of Directory Information
 - E 5125.1 Release of Directory Information
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- AR 5125.3 Challenging Student Records
- 8.2 Approve Budget Updates
- 8.3 Approve 2nd Interim Report
- 8.4 Approve Hiring Wendy Holguin for Aide Position
- 8.5 Approve 2021-22 MOU with SCOE for Superintendent/Principal Services

9. Items Scheduled for Future Board Meetings

- 9.1 Board Policies
- 9.2 2021-22 Tentative Budget
- 9.3 Budget Updates

10. Adjournment

Next Board Meeting, April 21, 2021
4:00 p.m.

Kashia School District

31510 Skaggs Spring Road
P.O. Box 129 Stewarts Point, CA 95480
707-785-9682 phone 707-785-2802 fax

Agenda Governing School Board Board Meeting Wednesday, March 10, 2021 4:00 p.m. – District Office

*Rescheduled
Monday 15th
3:00 p.m.*

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

Glenda Antone

Gene Parrish

Charlene Pinola

Frances Johnson

Amy Ruegg

Patti Pomplin

2. Approval of Agenda

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

Public comment on any item of interest to the public that is within in the Board's jurisdiction will be heard. The Board may limit comments to no more than 5 minutes each pursuant to Board policy. Public comment will be allowed on each specific agenda item prior to Board action thereon.

4. Communications

5. Consent Agenda

5.1 Approval of Minutes from February 10, 2021

5.2 Approval of Warrants for February 2020

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 Reopening Plan

7.2 Student Cultural Bereavement Leave

8. Items Scheduled for Discussion and Action

8.1 Approve Final Reading Board Policies

BP 5000 Concepts and Roles

BP 5112.3 Student Leave of Absence

AR 5112.3 Student Leave of Absence

BP 5113.2 Work Permits

AR 5113.2 Work Permits

BP 5121 Grades/Evaluation of Student Achievement

AR 5121 Grades/Evaluation of Student Achievement

BP 5125.1 Release of Directory Information

AR 5125.1 Release of Directory Information

- E 5125.1 Release of Directory Information
- AR 5125.3 Challenging Student Records
- 8.2 Approve Budget Updates
- 8.3 Approve 2nd Interim Report
- 8.4 Approve Hiring Wendy Holguin for Aide Position
- 8.5 Approve 07/01/21 to 06/30/23 MOU with SCOE for Superintendent/Principal Services

9. Items Scheduled for Future Board Meetings

- 9.1 Board Policies
- 9.2 2021-22 Tentative Budget
- 9.3 Budget Updates

10. Adjournment

Next Board Meeting, April 21, 2021
4:00 p.m.

Kashia School District
Minutes
Board Meeting, February 10, 2021

1. Meeting called to order at 4:16 by Board President Charlene Pinola
Roll Call: Trustee Glenda Antone, Trustee Gene Parrish, Trustee Charlene Pinola
Staff: Frances Johnson, Patti Pomplin
Community: None
2. Approval of Agenda: Moved by Trustee Pinola, seconded by Trustee Antone and passed unanimously by the Board to approve the agenda as presented.
3. Public Comment on Non Agenda Items: None
4. Communication – Board Reviewed
SCOE – Approval Letter 1st Interim Report
CDE Consolidated Application Winter Submission
5. Consent Agenda
Moved by Trustee Pinola, seconded by Trustee Parrish and passed unanimously by the Board to approve the consent agenda as presented.
 - 5.1 Approved Minutes from January 13, 2021
 - 5.2 Approved Warrants from January 2021
 - 5.3 Approved SELPA Local Plan Certification
6. Reports and Communications
 - 6.1 Governing Board – Trustee Antone will be getting language to use for cultural student bereavement leave; Trustee Parrish let everyone know that Lilianna got accepted to the Freemont School for the Deaf.
 - 6.2 Superintendent – Received letter from Dr. Herrington about the possibility of the school re-opening on March 22nd – will be working on allowing 7th/8th grader in person learning as well; will ask the board to hire new aide – Wendy Holguin at the next board meeting.
 - 6.3 Teacher
 - 6.4 Business Manager – Working with SCOE to finalize the Federal Hazard Plan; has several more zoom's with the OIE (Office of Indian Education) and hopes to represent Kashia well; still working on grants for both EASIE and REAP.
 - 6.5 PTO – None
7. Items Scheduled for Information and Discussion
 - 7.1 Second Reading Board Policies
Reviewed board policies to be approved at the March board meeting.
BP 5000 Concepts and Roles
BP 5112.3 Student Leave of Absence
AR 5112.3 Student Leave of Absence
BP 5113.2 Work Permits
AR 5113.2 Work Permits
BP 5121 Grades/Evaluation of Student Achievement

AR 5121 Grades/Evaluation of Student Achievement
BP 5125.1 Release of Directory Information
AR 5125.1 Release of Directory Information
E 5125.1 Release of Directory Information
AR 5125.3 Challenging Student Records

8. Items Scheduled for Discussion and Action

- 8.1 Approved Year 3 of 3 Audit Contract with Stephen Roatch Accountancy
Moved by Trustee Pinola, seconded by Trustee Parrish and passed
unanimously by the board to approve the auditor contract as presented for
year ending June 2021.
- 8.2 Approved School Safety Plan
Moved by Trustee Antone, seconded by Trustee Parrish and passed
unanimously by the board to approve the School Safety Plan as presented
with the understanding that it is a moving document.
- 8.3 Approved Budget Updates
Moved by Trustee Pinola, seconded by Trustee Antone and passed
unanimously by the board to approve the Budget Updates as presented.

9. Items Scheduled for Future Board Meetings.

- 9.1 Board Policies
9.2 2021-22 Tentative Budget
9.3 Budget Updates
9.4 Student Cultural Bereavement Leave
9.5 Hire Aide Wendy Holguin
9.6 School Re-opening Plan

10. Meeting Adjourned at 4:42

Next Meeting
Wednesday, March 10, 2021 4:00 pm

Respectfully submitted: Patti Pomplin

Signed:


Glenda Antone, Clerk

Checks Dated 02/01/2021 through 02/28/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1821328	02/04/2021	Frontier Communications	01-5911	January 707-785-9682-10181-5	204.36	
1821329	02/04/2021	Patti Pomplin		missing october payment		407.96
1823114	02/18/2021	Frances Johnson	01-4310	clocks, paper, glue stick, pencils	203.60	314.05
1823115	02/18/2021	Kashia Utilities District	01-5201	supply run		41.44
1823116	02/18/2021	Marcia I Loffer	01-5530	kud67938		48.46
1823117	02/18/2021	Pacific Gas & Electric	01-5807	assessments	65.57	540.00
			01-5520	28343238771	25.10	
				93967066411		
				94383733055	100.53	191.20
1823118	02/18/2021	Ray Morgan Company	01-5632	cn12373-03		36.65
1823119	02/18/2021	Rural Community Assist Corp	01-5800	october 1,2020 to december 31,2020		1,000.00
1823120	02/18/2021	SPG	01-5807	ayden january	240.75	
				lena january	294.25	
				LinkN january	240.75	
1823121	02/18/2021	Wells Fargo Vendor Fin Serv	01-5632	vltor january	294.25	1,070.00
1824049	02/25/2021	Amerigas	01-5510	3000927141		139.65
1824050	02/25/2021	Kyocera	01-5632	679460255		670.14
1824051	02/25/2021	Sonoma County Office Of Ed	01-5838	6654617007-01		45.63
				superintendent		10,717.37
Total Number of Checks					13	15,222.55

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	13	15,222.55
Total Number of Checks		13	15,222.55
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			15,222.55

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.

Date: March 10, 2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or equivalent: Kashia School District

1. Number of schools: One (1)
2. Enrollment: Sixteen (16)
3. Superintendent (or equivalent) Name: Frances Johnson
4. Address: PO Box 129, 31510 Skaggs Spring Road, Stewarts Point, CA 95480
 - a. Phone Number: 707-785-9682
 - b. Email: fjohnson@scoe.org
 - c. Date of proposed reopening: March 29, 2021
 - d. County: Sonoma
 - e. Grade Level (check all that apply): TK/K/1st/2nd/3rd/4th/5th/6th - 7th and 8th grade when allowed
 - f. Current Tier: Purple - Moving to Red
 - g. Type of LEA: K-8 Elementary

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier and not yet open, materials must additionally be submitted to your local health officer (LHO) and the State School Safety Team prior to reopening, per the Guidance on Schools. The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is: K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate $\geq 25/100,000$ individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate).

For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

I, Frances Johnson will post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

Identification and Reporting of Cases: At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with Reporting Requirements.

Communication Plans: How the superintendent will communicate with students, staff, and parents about cases and expos consistent with privacy requirements such as FERPA and HIPAA.

o Consultation: (For schools not previously open) Please confirm consultation with the following groups

Name of Organization(s) and Date(s) Consulted:

Name: Kashia Board of Trustees

Date: Second Wednesday of each Month

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

Kashia currently has 1 full time teacher and 1 two day a week resource teacher so one on one discussion takes place daily

For Local Educational Agencies (LEAs or equivalent) in PURPLE:

Date of Submission to Local Health Department: _____

Note: LEAs intending to re-open K-6 schools while in the Purple Tier are to submit the CSP to the LHD and the State Safe Schools for All Team concurrently.

Additional Resources:

Guidance on
Schools Safe Schools for
All Hub

Note: This checklist was amended on January 29th to delete language regarding the need to submit this checklist to a County Office of Education. The CSP does not need to be submitted to the County Office of Education as part of the public health guidance, though the County Office of Education may request the CSP as part of other processes.

KASHIA SCHOOL REOPENING PLAN

Kashia School plans to reopen on Monday March 29, 2021 pending Kashia Board of Trustee approval along with that of SCOE and Sonoma County Health Department. We will follow the guidelines which mandate that only K-6 may attend until we reach the red tier, fewer COVID cases per 100. We hope this will be soon since we only have 17 students, two of whom are in the 8th grade and live in the same homes as others who attend. We will follow the Sonoma County Safety Plan Rubric and Sonoma County Cleaning Standards for Public Schools. The Rubrics are attached for your reference. We already have the policies in place. To simplify the extensive list, we placed our comments in the right side of the Rubric.

Sonoma County Schools COVID Safety Plan Rubric

School name	Kashia School District
Point of Contact name/email/phone	Frances Johnson, Superintendent/Principal 707-785-9682, fjohnson@scoe.org
Date plan submitted	March 5, 2021
Date plan reviewed	
Reviewer initials	
Recommendation	

1. Stable Group Structures (Pages 18–20)

Plan Element	Acceptable	Minor deficiency	Major deficiency	Comments/Needed Corrections	Ref.
Group/Cohort schedule					
Stable Groups				Yes	
-grades TK–6				School has a total of 16 students, Kindergarten students are in a separate room and desks are spaced 4 to 6 feet apart. In the main classroom, students are grouped by families for 1 st through 6 th grade and spaced 4 to 6 feet apart. Teacher desk is at the front of room and more than 6 feet from students.	
-grades 7–12				Upon Reaching Red Tier	
Additional stable groups				NA	

2. Visitors/Volunteers/Vendors (Page 22)

Plan Element	Acceptable	Minor deficiency	Major deficiency	Comments/Needed Corrections	Ref.
Essential visitor policy				Essential visitors (i.e., deliveries, repairs, maintenance) will not be in the classroom while students are present.	
Non-essential visitor policy				No parents, or others who are not staff or students, will be routinely allowed on campus.	

3. Entrance (Pages 20–21)

Plan Element	Acceptable	Minor deficiency	Major deficiency	Comments/Needed Corrections	Ref.
Drop-off procedure				Students walk to school or are dropped off by parents	
Staggered arrival times				Yes	
Separate entrances				Yes – 3 points of entry	
Screening upon arrival				Yes – via temperature check	
No mingling before school				Already in place due to close proximity to campus	

4. Movement Within School (Pages 22–25)

Plan Element	Acceptable	Minor deficiency	Major deficiency	Comments/Needed Corrections	Ref.
Assigned Routes				Three entry points, assigned classroom seats	
Staggered breaks/recess/PE				Yes	
Hallways (divided/one way)				There are no hallways on campus. Kashia has a main classroom with two points of entry and a Kindergarten room with a separate point of entry	
Divided playground				Yes	
Assigned bathrooms				Yes	

5. Egress (Pages 20–21)

Plan Element	Acceptable	Minor deficiency	Major deficiency	Comments/Needed Corrections	Ref.
Pick-up procedure				Students walk to homes or parents pick up	
Staggered departure				Yes	
Separate exits				Yes – if needed, three exits	
No lingering after school				Yes – in place	

6. Face Coverings/Other PPE (Pages 16–18)

Plan Element	Acceptable	Minor deficiency	Major deficiency	Comments/Needed Corrections	Ref.
Mask policy				Cloth or surgical masks are required by everyone while on campus unless medically exempt. If students need a <u>temporary</u> “mask break” they sit outside in the breezeway from all other students	
Well fitting, no valves, >2 ply				Kashia supplies appropriate masks for all student and staff	
Extra masks on hand				Yes	
Plan for refusal				Parents will be called to pick up child if student refuses to wear a mask	

7. Health Screening / Symptoms (Pages 27–28)

Plan Element	Acceptable	Minor deficiency	Major deficiency	Comments/Needed Corrections	Ref.
Pre-Screening from home				Suggested to parents supported by Indian Health	
Support for staff/students in staying home, if needed				Yes – homework packets are available for students and Superintendent/Principal is available should the teacher need to be off campus	
Onsite screening for staff				Teacher does self health check before arriving on campus	
Protocol for sick staff				If the teacher is sick, she will stay home and the Superintendent/Principal will supervise classroom instruction	
Onsite screening for students				Thermometers are available on campus and teacher does visual screening	
Protocol for sick student				Homework packets are available for students who are sick.	
Symptom monitoring throughout day				The teacher/s monitor themselves self students for symptoms throughout the day.	
Screening of essential visitors/vendors				Essential visitors/vendors (repairs/maintenance, etc.) will be visually screened upon arrival and are not allowed in class with students present	

8. Routine Testing (Pages 39–40)

Plan Element	Acceptable	Minor deficiency	Major deficiency	Comments/Needed Corrections	Ref.
Plan for staff by tier				Routine/Surveillance testing of staff is already occurring	
Plan for students by tier				Routine/Surveillance testing of students is already occurring.	

9. Physical Distancing (Pages 14, 20)

Plan Element	Acceptable	Minor deficiency	Major deficiency	Comments/Needed Corrections	Ref.
Bus/transport				NA	
Carpools				NA.	
Classrooms				Two classroom spaces allow for 4-6 feet of distance between desks unless grouped by family members.	
Hallways				NA	
Student Lockers				NA	
Bathrooms				There is one boys bathroom and one girls bathroom on campus, students are already used to one at a time.	
Locker rooms				NA	
Cafeteria/eating area				Students either eat at their desk or outside on picnic tables based on family units	
Gym				NA	
Playground/playing fields				One large playground offers enough room for up to 16 students to socially distance by family unit.	
Staff break rooms				NA	
Plastic Barriers/increased ventilation if >6' not possible				Air purifiers are currently in place and doors remain open weather permitting.	
Virtual meetings, etc., whenever possible				NA – the “staff” consists of 1.0 FTE classroom teacher, a .4 FTE special education teacher and the Superintendent/Principal	
Other					

10. Healthy Hygiene Practices (Pages 24–26)

Plan Element	Acceptable	Minor deficiency	Major deficiency	Comments/Needed Corrections	Ref.
Handwashing routines				Students and staff wash their hands frequently throughout the day, for at least 20 seconds, including before and after eating and after coughing or sneezing. There are two sinks available in the classroom as well as the restrooms. Hand sanitizer is also available in all areas of the classroom.	24
Handwashing station locations				There are two sinks located in the classroom as well as both restrooms which supports up to 16 students and 2 adults.	
Drinking Fountains off				Drinking fountains are covered and water bottles are provided.	

11. Routine Cleaning and Disinfection (Pages 25–27)

Note: “Cleaning” refers to soap and/or detergent. “Disinfecting” refers to agents that kill germs on surfaces.

Plan Element	Acceptable	Minor	Major	Comments/Needed Corrections	Ref.
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		deficiency	deficiency		
Classrooms				Classrooms (desks, chairs, etc.) and frequently touched surfaces are cleaned and disinfected at the end of the day.	
Bathrooms				Bathrooms are cleaned regularly, especially the frequently touched surfaces like door latches and faucet handles	
Cafeteria				NA	
Playgrounds				Playground is not currently being used as students go home during shorted day	
Offices				Office is cleaned daily	
Hallways				NA	
Locker rooms				NA	
Gym				NA	
Frequently touched surfaces in all settings; e.g., light switches, door knobs, etc.				Frequently touched surfaces everywhere are cleaned at least daily and disinfected at the end of the day.	
Buses				NA	
Other					

12. Plan for Shared (Page 29)

Plan Element	Acceptable	Minor deficiency	Major deficiency	Comments/Needed Corrections	Ref.
Supplies				Supplies are provided to each individual student.	
Toys				Are brought from home.	
Play structures				Are not currently being used.	
Electronics / Equipment				Are provided to each individual student	
Tools				NA	

13. Handling Ill Individual Onsite (Pages 31–36)

Plan Element	Acceptable	Minor deficiency	Major deficiency	Comments/Needed Corrections	Ref.
Designated Isolation Room/Area with good ventilation				NA – parents are called and students are either picked up or walk home	
Immediately remove ill staff or student and place in appropriate Isolation				A child who develops symptoms while at school is sent home once parents are contacted (all students live within walking distance)	
If practical clean classroom				An ill student's desk is immediately wiped down	
PPE available for staff assisting ill child				Full PPE (N95, face shield, gown, gloves) are available for any staff member caring for a symptomatic child.	
- Plan for fit-testing				All masks and PPE meet recommended standards	
Disinfect Iso Room/Area after staff/student has left				Air purifiers are already in place in the classrooms and windows/doors are left open weather permitting.	
Instruct staff/parent to follow up with PCP, testing, and provide guidance				It is recommended that all staff/students who are ill, contact their health care provider prior to returning to campus which is supported by Indian Health.	

14. AFTER AN EXPOSURE – Disinfection/Reporting/Tracing/Testing (Pages 28–29, 31-32, 36–39, 47–49)

Plan Element	Acceptable	Minor deficiency	Major deficiency	Comments/Needed Corrections	Ref.
Disinfection after positive				There have been no COVID cases on campus, if that was to	

COVID-19 case is confirmed				occur, the classrooms/restrooms would all be sanitized prior to staff and students returning to campus	
Case reporting to PH and/or OSHA, per guidelines				If any COVID cases should occur on campus, the school would notify the health department along with Indian Health, the local medical facility and the County Office of Education as soon as the case was verified.	
Designated and trained Contact Tracing staff				The Superintendent/Principal will be keeping all reports due to confidentiality.	
Contact identification per County guidelines				In a small, isolated community such as Kashia's, all local community members will be notified should a COVID case occur.	
Exposure testing for staff				Kashia will follow all updated requirements for exposure testing.	
Exposure testing for students				Kashia will follow all updated requirements for exposure testing.	
Support for staff in isolation or quarantine				Distance Learning protocols would continue should the teacher require quarantine	
Support for student(s) isolation or quarantine				Distance Learning protocols would continue should a student require quarantine	
Outbreak response plan				Distance Learning protocols would continue should an outbreak of COVID cases occur.	
Return to school criteria for Case				Kashia will follow all current mandates provided by the State and County Health Departments.	
Return to school criteria for Contacts				Kashia will follow all current mandates provided by the State and County Health Departments.	

15. Communication Plans Re: Exposure (Pages 31–36)

Plan Element	Acceptable	Minor deficiency	Major deficiency	Comments/Needed Corrections	Ref.
Communication plan with FERPA/HIPAA compliance				Kashia will maintain communication that allow staff and families to self-report symptoms and receive prompt notifications of exposures, exclusions, and closures, while maintaining confidentiality, as required by FERPA/HIPAA and state law related to privacy of educational records will be followed.	
Communication templates				Kashia is a very small community – phone calls would be made to families and a flyer would be placed on campus and at the community center.	

16. Staff Training on Plan Implementation (Pages 23–24)

Plan Element	Acceptable	Minor deficiency	Major deficiency	Comments/Needed Corrections	Ref.
Training on current plan				Staff is very small, training and communications are generally one on one, face to face.	
Continuing education plan				Staff is very small, training and communications are generally one on one, face to face.	

17. Family Education on Plan Implementation

Plan Element	Acceptable	Minor deficiency	Major deficiency	Comments/Needed Corrections	Ref.
Teaching on current plan				Families follow the directions of Indian Health.	
Continuing education plan				Families follow the directions of Indian Health.	

18. Engineering Controls					
Plan Element	Acceptable	Minor deficiency	Major deficiency	Comments/Needed Corrections	Ref.
Windows/doors				Windows and doors will be kept open as much as possible to allow fresh air flow, weather allowing.	
Ventilation/HVAC/ Filtration				HEPA air purifiers are installed in both rooms on campus. Doors and windows are kept open, weather permitting.	
Plan for poor air quality				HEPA air purifiers are installed in both rooms on campus.	

Plan Element	Acceptable	Minor deficiency	Major deficiency	Comments/Needed Corrections	Ref.
Windows/doors				Windows and doors will be kept open as much as possible to allow fresh air flow, weather allowing.	
Ventilation/HVAC/ Filtration				HEPA air purifiers are installed in both rooms on campus. Doors and windows are kept open, weather permitting.	
Plan for poor air quality				HEPA air purifiers are installed in both rooms on campus.	

Plan Element	Acceptable	Minor deficiency	Major deficiency	Comments/Needed Corrections	Ref.
Labor organizations/staff				Staff is kept updated daily.	
Parents/students				Students and families are kept updated daily.	
Other stakeholders				Community members are very much a part of the Kashia culture, and communications happens at board meetings, with phone calls and fliers posted at the community center.	
Continued communication without fear of reprisals				Staff, students, parents and community members have always brought their concerns to the Superintendent/Principal without fear of reprisals.	

Plan Element	Acceptable	Minor deficiency	Major deficiency	Comments/Needed Corrections	Ref.
Labor organizations/staff				Staff is kept updated daily.	
Parents/students				Students and families are kept updated daily.	
Other stakeholders				Community members are very much a part of the Kashia culture, and communications happens at board meetings, with phone calls and fliers posted at the community center.	
Continued communication without fear of reprisals				Staff, students, parents and community members have always brought their concerns to the Superintendent/Principal without fear of reprisals.	

KASHIA School
Pg 5

Additional Notes: KASHIA SCHOOL

KASHIA SCHOOL has the attached policies already in place. We did this upon receiving guidance from SCOE last August 2020. So far we have been successful, following the policies. NO COVID CASES for any STAFF member or child.

Franco Johnson, Superintendent, Principal
KASHIA School.

*FOLLOWED BY KASHIA School:
Reopening PLAN*



Sonoma County
Office of Education

Cleaning Standards for Public Schools

DAILY

- Empty pencil sharpener
- Empty wastebaskets
- Clean/wipe sinks/counters/dispensers and desks (soap and paper)
- Restock soap/towel/TP [where applicable] dispensers
- Remove gum/tape from floor
- Vacuum Carpet
- Wet mop Floor
- Dust for cobwebs
- Desks arranged
- Clean doorknobs/doors
- Sweep/vacuum entry mat
- Secure Room

WEEKLY

- Clean desk tops & chairs as needed
- Wipe and spot clean door/walls
- Clean any glass surfaces (mirrors/door glass/fire extinguisher fronts)
- Clean chalk/white board trays
- Dust
- Clean cobwebs
- Clean wastebaskets

BREAKS

- Clean Carpets
- Assigned Projects

ANNUALLY

- Restore floors (strip/neutralize/seal/wax)
- Shampoo carpets
- Wash windows – interior & exterior
- Dust overhead beams
- High dust

Student Bereavement Leave
March 10/2020

Ed Code:

EDUCATION CODE - EDC

TITLE 2. ELEMENTARY AND SECONDARY EDUCATION [33000 - 65001]

(Title 2 enacted by Stats. 1976, Ch. 1010.)

DIVISION 4. INSTRUCTION AND SERVICES [46000 - 65001]

(Division 4 enacted by Stats. 1976, Ch. 1010.)

PART 27. PUPILS [48000 - 49703]

(Part 27 enacted by Stats. 1976, Ch. 1010.)

CHAPTER 2. Compulsory Education Law [48200 - 48361]

(Chapter 2 enacted by Stats. 1976, Ch. 1010.)

ARTICLE 1. Persons Included [48200 - 48208]

(Article 1 enacted by Stats. 1976, Ch. 1010.)

48205.

(a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

(1) Due to the pupil's illness.

(2) Due to quarantine under the direction of a county or city health officer.

(3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.

(4) For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.

Kashia ESD

Board Policy

Concepts And Roles

BP 5000

Students

The Board of Trustees shall make every effort to maintain a safe, positive school environment and student services that promote student welfare and academic achievement. The Board expects students to make good use of learning opportunities by demonstrating regular attendance, appropriate conduct and respect for others.

(cf. 5113 - Absences and Excuses)

(cf. 5131 - Conduct)

(cf. 5137 - Positive School Climate)

The Board is fully committed to providing equal educational opportunities and keeping the school free from discriminatory practices. The Board shall not tolerate the intimidation or harassment of any student for any reason.

(cf. 5145.3 - Nondiscrimination/Harassment)

The Superintendent/Principal or designee shall establish and keep parents/guardians and students well informed about school and district rules and regulations related to attendance, health examinations, records, grades and student conduct. When conducting hearings related to discipline, attendance and other student matters, the Board shall afford students their due process rights in accordance with law.

(cf. 5125 - Student Records)

(cf. 5144 - Discipline)

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

(cf. 5145.6 - Parental Notifications)

(cf. 9000 - Role of the Board)

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

35160.1 Broad authority of school districts

35291-35291.5 Rules

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: March 10, 2021, Stewarts Point, California

Kashia ESD

Board Policy

Student Leave Of Absence

BP 5112.3

Students

Upon request, the Board of Trustees may grant student leaves of absence in accordance with law for the purpose of supervised travel, study, training, or work not available to the student under another educational option. Such leave may be granted to a student 15 years of age or older in the regular program and to a student between the ages of 16 and 18 in the continuation program.

No more than one percent of the students enrolled and attending the school shall be granted a leave of absence during any school year. (Education Code 48232, 48416)

(cf. 6158 - Independent Study)

(cf. 6184 - Continuation Education)

Legal Reference:

EDUCATION CODE

48232 Leave of absence for students aged 15 at time of commencement of leave

48416 Leave of absence for students aged 16 to 18 inclusive

FAMILY CODE

7000-7002 Emancipation of minors law

7050 Purposes for which emancipated minor considered an adult

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: March 10, 2021, Stewarts Point, California

Kashia ESD

Administrative Regulation

Student Leave Of Absence

AR 5112.3
Students

The Board of Trustees may grant a leave of absence to a student on request, under the following conditions:

1. The student will be 15 years of age at the start of the leave of absence and the leave requested is for one semester.
 2. A written agreement shall be made and signed by the student, the parent/guardian, the Superintendent/Principal or designee, a classroom teacher familiar with the student's academic progress and chosen by the student, and the district supervisor of child welfare and attendance. This agreement shall provide for:
 - a. The purpose of the leave
 - b. The length of the leave
 - c. A meeting or contact between the student and a designated school official at least once a month while the student is on the leave
 - d. A statement explaining and justifying the purpose of the leave
- The parent/guardian's signature and approval shall not be required for an emancipated minor.
3. The student shall be permitted to return to school at any time and shall not be prevented from completing his/her academic requirements within a time period equal to that of classmates who did not take leave, plus the length of time spent on leave. If the student reenrolls at a time other than the beginning of a semester, the school shall not be required to provide make-up sessions for classes missed.
 4. The leave may be extended for an additional semester if approved by all parties to the agreement and the local school attendance review board.
 5. No leave of absence may extend beyond the end of the school year in which the leave is taken.
 6. If the student does not contact the designated school official as required by the agreement, the leave shall be nullified. Any party to the agreement may nullify the agreement for cause at any time.

Kashia ESD

Board Policy

Open/Closed Campus

BP 5112.5

Students

Closed Campus

In order to keep students in a supervised, safe and orderly environment, the Board of Trustees establishes a closed campus.

Students shall not leave the school grounds at any time during the school day without written permission of their parents/guardians and school authorities. Students who leave school without authorization shall be classified truant and subject to disciplinary action.

(cf. 5113 - Absences and Excuses)

Student handbooks shall fully explain all rules and disciplinary procedures involved in the maintenance of the closed campus.

(cf. 5144 - Discipline)

Legal Reference:

EDUCATION CODE

35160 Authority of the Board

35160.1 Broad authority of school district

44808.5 Permission for pupils to leave school grounds; notice

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: March 10, 2021, Stewarts Point, California

Kashia ESD

Board Policy

Work Permits

BP 5113.2

Students

The Board of Trustees recognizes that part-time employment can provide students with income as well as job experience that can help them develop appropriate workplace skills and attitudes. Upon obtaining an offer of employment, district students who are minors shall obtain work permits from the Superintendent/Principal or designee in accordance with law, regardless of whether the employment will occur when school is in session and/or not in session.

(cf. 6178 - Career Technical Education)

In determining whether to grant or continue a work permit, the Superintendent/Principal or designee shall consider whether employment is likely to significantly interfere with the student's schoolwork. Students granted work permits must demonstrate and maintain a 2.0 grade point average and satisfactory school attendance. On a case-by-case basis, the Superintendent/Principal or designee may approve a maximum work hour limit that is lower than the limit specified in law and administrative regulation.

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

Work permits shall be limited to part-time employment as defined by law, except when the Superintendent/Principal or designee determines that circumstances warrant the granting of a permit for full-time employment.

Any student authorized to work full time when school is in session shall be enrolled in part-time continuation classes. A student age 14 or 15 who receives a permit to work full time shall also be enrolled in a work experience education program. (Education Code 49130, 49131, 49135)

(cf. 6178.1 - Work Experience Education)

(cf. 6184 - Continuation Education)

Legal Reference:

EDUCATION CODE

48230 Exemption from full-time school attendance for students with work permits

48231 Exemption from compulsory attendance for students entering attendance area near end of term

49100-49101 Compulsory attendance

49110-49119 Permits to work

49130-49135 Permits to work full time
49140-49141 Exceptions
49160-49165 Employment of minors; duties of employers
49180-49183 Violations
51760-51769.5 Work experience education
52300-52499.66 Career technical education
LABOR CODE
1285-1312 Employment of minors
1391-1394 Working hours for minors
CODE OF REGULATIONS, TITLE 5
16023-16027 District records, retention and destruction
CODE OF REGULATIONS, TITLE 8
11701-11707 Prohibited and dangerous occupations for minors
11750-11763 Work permits and conditions, minor employed in entertainment industry
CODE OF FEDERAL REGULATIONS, TITLE 29
570.1-570.129 Child labor regulations
ATTORNEY GENERAL OPINIONS
18 Ops.Cal.Atty.Gen. 114 (1951)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Work Permit Handbook for California Schools: Laws and Regulations Governing the
Employment of Minors, 2007
CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS
Child Labor Laws, 2000

WEB SITES

California Department of Education, Work Experience Education:
<http://www.cde.ca.gov/ci/ct/we>
California Department of Education, Office of Regional Occupational Centers and Programs and
Workforce Development: <http://www.cde.ca.gov/ci/ct/wd>
California Department of Industrial Relations: <http://www.dir.ca.gov>

Policy KASHIA ELEMENTARY SCHOOL DISTRICT
adopted: March 10, 2021, Stewarts Point, California

Kashia ESD

Administrative Regulation

Work Permits

AR 5113.2

Students

Before accepting employment, a student under the age of 18 who is subject to the state's compulsory attendance law, including students who have not yet graduated from high school or have not passed the High School Proficiency Examination, shall obtain a work permit.

(cf. 5112.1 - Exemptions from Attendance)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)

The Superintendent/Principal or designee may issue a permit authorizing employment while school is in session, including employment connected with a work experience education program pursuant to Education Code 51760-51769.5, to a minor student between the ages of 14 and 18. The Superintendent/Principal or designee also may issue a permit to any minor between the ages of 12 and 18 to be employed during a regular school holiday, during a regular or specified occasional public school vacation, and when the student is exempt from compulsory school attendance because he/she arrived from another state within 10 days before the end of the school term pursuant to Education Code 48231. (Education Code 49111, 49113, 49160)

(cf. 6178.1 - Work Experience Education)

If a minor has obtained an offer of employment in the entertainment industry, he/she shall request a work permit from the California Department of Industrial Relations, Division of Labor Standards Enforcement, pursuant to Labor Code 1308.5 and 8 CCR 11752-11753.

A student shall not be required to obtain a permit to work at odd jobs such as yard work and baby-sitting in private homes where the student is not regularly employed; at a public school or other governmental agency; in connection with volunteer work; when self-employed; when age 14 or older and working as a newscarrier; or when otherwise exempted by law.

Approval of Work Permits

The Superintendent may, in writing, delegate the authority to issue work permits to an employee holding a services credential with a specialization in pupil personnel services or to a certificated work experience education teacher or coordinator. If the designee is not available, and delay in issuing a permit would jeopardize a student's ability to secure work, the Superintendent may authorize another person to issue the permit. (Education Code 49110)

No work permit shall be issued until the student's parent/guardian, foster parent, caregiver with

whom the student resides, or residential shelter services provider has filed a written request with the district. (Education Code 49110)

The request form shall be completed by the student, employer, and, unless the student is an emancipated minor, the parent/guardian. The form shall be submitted to the Superintendent/Principal or designee, who shall have discretion to determine whether or not to issue the work permit.

In determining whether to approve a work permit, the Superintendent/Principal or designee shall verify the student's date of birth and the type of work permit to be issued and determine whether the student meets any other minimum criteria established by the Board of Trustees. The Superintendent/Principal or designee may inspect the student's records and/or may confer with at least one of the student's teachers for evidence of satisfactory grades and school attendance and to determine whether the student possesses the motivation and maturity to maintain academic progress while working.

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

Minors shall not be approved to work in environments declared hazardous or dangerous for young workers or otherwise prohibited by child labor laws. (Labor Code 1290-1298; 29 CFR 570.33, 570.50-570.72)

The Superintendent/Principal or designee shall ensure that the requested work hours do not exceed the maximum work hours specified in law based on the student's age and whether the employment will be while school is in session and/or not in session. (Education Code 49111, 49112, 49116; Labor Code 1391-1391.1; 29 CFR 570.35)

Full-time employment may be authorized for students between the ages of 14 and 18 only in accordance with Education Code 49130-49135.

(cf. 6184 - Continuation Education)

All work permits shall be issued on a form approved and authorized by the Superintendent of Public Instruction. (Education Code 49117)

Each permit shall authorize work for a specific employer. Whenever a student changes employers, he/she shall request a new permit.

The student may be issued more than one work permit if he/she works concurrently for more than one employer, provided that the total number of hours worked does not exceed the total number of hours allowed by law and the district.

After issuing a work permit, the Superintendent/Principal or designee shall periodically inspect the student's grades and attendance records to ensure maintenance of academic progress and any additional criteria established in Board policy.

Revocation/Expiration of Work Permits

The Superintendent/Principal or designee shall revoke a student's work permit whenever he/she determines that employment is interfering with the student's education, that any provision or condition of the permit is being violated, or that the student is performing work in violation of law. (Education Code 49116, 49164)

Work permits issued during the school year shall expire five days after the opening of the next succeeding school year. (Education Code 49118)

After a work permit has expired, a student may apply for a renewed work permit in accordance with the procedures specified in the section "Approval of Work Permits" above.

Retention of Records

The Superintendent/Principal or designee shall retain a copy of the work permit application and the work permit until the end of the fourth year after the work permit was issued. (5 CCR 16026)

(cf. 3580 - District Records)

(cf. 5125 - Student Records)

Policy KASHIA ELEMENTARY SCHOOL DISTRICT
adopted: March 10, 2021, Stewarts Point, California

Kashia ESD

Board Policy

Grades/Evaluation Of Student Achievement

BP 5121

Students

The Board of Trustees believes that grades serve a valuable instructional purpose by helping students and parents/guardians understand performance expectations and identifying the student's areas of strength and those areas needing improvement. Parents/guardians and students have the right to receive course grades that represent an accurate evaluation of the student's achievement.

(cf. 5020 - Parent Rights and Responsibilities)

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

The Superintendent/Principal or designee shall establish a uniform grading system based on standards that apply to all students in that course and grade level. Principals and teachers shall ensure that student grades conform to this system. Teachers shall inform students and parents/guardians how student achievement will be evaluated in the classroom.

A teacher shall base a student's grades on impartial, consistent observation of the quality of the student's work and his/her mastery of course content and district standards. Students shall have the opportunity to demonstrate this mastery through a variety of methods such as classroom participation, homework, tests, and portfolios.

(cf. 6011 - Academic Standards)

(cf. 6162.5 - Student Assessment)

The teacher of each course shall determine the student's grade. The grade assigned by the teacher shall not be changed by the Board or the Superintendent except as provided by law, Board policy, or administrative regulation. (Education Code 49066)

(cf. 5125.3 - Challenging Student Records)

Students in grades K-3 shall receive progress reports rather than letter grades.

When reporting student performance to parents/guardians, teachers may add narrative descriptions, observational notes, and/or samples of classroom work in order to better describe student progress in specific skills and subcategories of achievement.

A report card for a student with a disability may contain information about his/her disability, including whether that student received special education or related services, provided that the report card informs parents/guardians about their child's progress or level of achievement in specific classes, course content, or curriculum. However, transcripts that may be used to inform

postsecondary institutions or prospective employers of the student's academic achievements shall not contain information disclosing the student's disability.

(cf. 5125 - Student Records)

(cf. 6159 - Individualized Education Program)

(cf. 6164.6 - Identification and Education Under Section 504)

Effect of Absences on Grades

If a student misses class without an excuse and does not subsequently turn in homework, take a test, or fulfill another class requirement which he/she missed, the teacher may lower the student's grade for nonperformance.

(cf. 6154 - Homework/Makeup Work)

The Board believes that 10 unexcused absences per grading period constitute excessive unexcused absences. Students with excessive unexcused absences may receive a failing grade and not receive credit for the class(es).

(cf. 5113 - Absences and Excuses)

Grade Point Average

The Superintendent/Principal or designee shall determine the methodology to be used in calculating students' grade point averages (GPA), including the courses to be included within the GPA and whether extra grade weighting shall be applied to Advanced Placement, honors, and/or concurrent postsecondary courses.

(cf. 6141.5 - Advanced Placement)

(cf. 6172 - Gifted and Talented Student Program)

(cf. 6172.1 - Concurrent Enrollment in College Classes)

Legal Reference:

EDUCATION CODE

41505-41508 Pupil Retention Block Grant

48070 Promotion and retention

48205 Excused absences

48800-48802 Enrollment of gifted students in community college

48904-48904.3 Withholding grades, diplomas, or transcripts

49066 Grades; finalization; physical education class

49067 Mandated regulations regarding student's achievement

49069.5 Students in foster care, grades and credits

51242 Exemption from physical education based on participation in interscholastic athletics

76000-76002 Enrollment in community college

CODE OF REGULATIONS, TITLE 5

10060 Criteria for reporting physical education achievement, high schools

30008 Definition of high school grade point average for student aid eligibility

UNITED STATES CODE, TITLE 20

1232g Family Education Rights and Privacy Act (FERPA)

6101-6251 School-to-Work Opportunities Act of 1994

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy Act

COURT DECISIONS

Owasso Independent School District v. Falvo, (2002) 534 U.S. 426

Las Virgenes Educators Association v. Las Virgenes Unified School District, (2001) 86

Cal.App.4th 1

Swany v. San Ramon Valley Unified School District, (1989) 720 F.Supp. 764

Johnson v. Santa Monica-Malibu Unified School District Board of Education, (1986) 179

Cal.App.3d 593

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Aiming High: High Schools for the 21st Century, 2002

Taking Center Stage: A Commitment to Standards-Based Education for California's Middle Grades Students, 2001

Elementary Makes the Grade!, 2000

U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS CORRESPONDENCE

Report Cards and Transcripts for Students with Disabilities, October 17, 2008

WEB SITES

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

California Student Aid Commission: <http://www.csac.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: March 10, 2021, Stewarts Point, California

Kashia ESD

Administrative Regulation

Grades/Evaluation Of Student Achievement

AR 5121

Students

Written report cards displaying students' grades in each subject or course shall be distributed to parents/guardians at the end of each grading period. Parents/guardians shall be offered an opportunity to meet with their child's teacher(s) to discuss the grades and strategies to improve their child's performance.

(cf. 6020 - Parent Involvement)

Whenever it becomes evident to a teacher that a student is in danger of failing a course, the teacher shall arrange a conference with the student's parent/guardian or send the parent/guardian a written report. (Education Code 49067)

(cf. 5123 - Promotion/Acceleration/Retention)

Grades for Achievement

An Incomplete shall be given only when a student's work is not finished because of illness or other excused absence. If not made up within six weeks, the Incomplete shall become an F.

Because of the more rigorous nature of Advanced Placement, honors, and concurrent postsecondary courses, students receiving a grade of A, B, or C in those courses shall receive extra grade weighting as follows:

A	(90-100%)	Outstanding Achievement	5.0 grade points
B	(80-89%)	Above Average Achievement	4.0 grade points
C	(70-79%)	Average Achievement	3.0 grade points

(cf. 6141.5 - Advanced Placement)

(cf. 6172 - Gifted and Talented Student Program)

(cf. 6172.1 - Concurrent Enrollment in College Classes)

Grades for Physical Education

No grade of a student participating in a physical education class may be adversely affected due to the fact that the student, because of circumstances beyond his/her control, does not wear standardized physical education apparel. (Education Code 49066)

(cf. 6142.7 - Physical Education)

Effect of Absences on Grades

Teachers who withhold class credit because of excessive unexcused absences shall so inform students and parents/guardians at the beginning of the school year or semester. When a student reaches the number of unexcused absences defined as excessive in Board policy, the student and parent/guardian shall again be notified of the district's policy regarding excessive unexcused absences.

(cf. 5113 - Absences and Excuses)

The student and parent/guardian shall have a reasonable opportunity to explain the absences.
(Education Code 49067)

If a student receives a failing grade because of excessive unexcused absences, the student's record shall specify that the grade was assigned because of excessive unexcused absences.
(Education Code 49067)

Grades for a student in foster care shall not be lowered if the student is absent from school due to either of the following circumstances: (Education Code 49069.5)

1. A decision by a court or placement agency to change the student's placement, in which case the student's grades and credits shall be calculated as of the date the student left school
2. A verified court appearance or related court-ordered activity

(cf. 6173.1 - Education for Foster Youth)

Grade Point Average

The Superintendent/Principal or designee shall calculate each student's GPA using the grade points assigned to each letter grade in accordance with the scale described in the section "Grades for Achievement" above. The grade points for all applicable coursework shall be totaled and divided by the number of courses completed.

(cf. 5126 - Awards for Achievement)
(cf. 6145 - Extracurricular and Cocurricular Activities)

Policy KASHIA ELEMENTARY SCHOOL DISTRICT
adopted: March 10, 2021, Stewarts Point, California

Kashia ESD

Board Policy

Release Of Directory Information

BP 5125.1

Students

The Board of Trustees recognizes the importance of maintaining the confidentiality of directory information and therefore authorizes the release of such information only in accordance with law, Board policy, and administrative regulation.

The Superintendent/Principal or designee may release student directory information to representatives of the news media or nonprofit organizations in accordance with Board policy and administrative regulation.

(cf. 1112 - Media Relations)

The Superintendent/Principal or designee may limit or deny the release of specific categories of directory information to any public or private nonprofit organization based on his/her determination of the best interests of district students. (Education Code 49073)

Colleges and prospective employers, including military recruiters, shall not have access to directory information. (10 USC 503; Education Code 49603)

(cf. 6164.2 - Guidance/Counseling Services)

Under no circumstances shall directory information be disclosed to a private profit-making entity, except for representatives of the news media and prospective employers, in accordance with Board policy. Private schools and colleges may be given the names and addresses of 12th-grade students and students who are no longer enrolled provided that they use this information only for purposes directly related to the institution's academic or professional goals. (Education Code 49073)

(cf. 1113 - District and School Web Sites)

Legal Reference:

EDUCATION CODE

49061 Definitions

49063 Notification of parents of their rights

49073 Release of directory information

49073.5 Directory information; military representatives; telephone numbers

49603 Public high schools; military recruiting

UNITED STATES CODE, TITLE 10

503 Military recruiter access to directory information

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

7908 Armed forces recruiter access to students and student recruiting information

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

Management Resources:

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Access to High School Students and Information on Students by Military Recruiters, 2002

WEB SITES

U.S. Department of Education, Family Policy Compliance Office:

<http://www.ed.gov/policy/gen/guid/fpc/index.html>

Policy KASHIA ELEMENTARY SCHOOL DISTRICT

adopted: March 10, 2021, Stewarts Point, California

Kashia ESD

Administrative Regulation

Release Of Directory Information

AR 5125.1
Students

Definition

Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Such student information includes: (34 CFR 99.3; Education Code 49061)

1. Name
2. Address
3. Telephone number
4. Email address
5. Date and place of birth
6. Major field of study
7. Participation record in officially recognized activities and sports
8. Weight and height of athletic team members
9. Dates of attendance
10. Degrees and awards received
11. Most recent previous school attended

Notification to Parents/Guardians

At the beginning of each school year, all parents/guardians shall be notified as to the categories of directory information the district school plans to release and the recipients of the information. The notification shall also inform parents/guardians of their right to refuse to let the district designate any or all types of information as directory information and the period of time within which a parent/guardian must notify the district in writing that he/she does not want a certain category of information designated as directory information. (34 CFR 99.37; Education Code 49063, 49073)

(cf. 5125 - Student Records)
(cf. 5145.6 - Parental Notifications)

The Superintendent/Principal or designee shall notify parents/guardians that they may request that the district not release the name, address, and telephone number of their child to military recruiters, employers, or institutions of higher education without prior written consent. (20 USC 7908)

Parent/Guardian Consent

Directory information shall not be released regarding any student whose parent/guardian notifies the district in writing that such information not be disclosed without the parent/guardian's prior consent. (20 USC 1232g, 7908; Education Code 49073)

For a former student, the district shall continue to honor any valid request to opt out of the disclosure of directory information made while the student was in attendance at the district, unless the opt-out request has been rescinded. (34 CFR 99.37)

Policy KASHIA ELEMENTARY SCHOOL DISTRICT
adopted: March 10, 2021, Stewarts Point, California

Kashia ESD

Exhibit

Release Of Directory Information

E 5125.1

Students

PARENT/GUARDIAN NOTICE

RELEASE OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Horicon Elementary School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the district may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the district to include this type of information from your child's education records in certain school and/or district publications. Examples include:

- * a playbill, showing your child's role in a drama production;
- * the annual yearbook;
- * honor roll or other recognition lists;
- * graduation programs; and
- * sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent/guardian's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require districts receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents/guardians have advised the district that they do not want their child's information disclosed without their prior written consent.

If you do not want the district to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by October 1st. The district has designated the following information as directory information:

1. Name
2. Address
3. Telephone number

4. Electronic mail address
5. Photograph
6. Date and place of birth
7. Major field of study
8. Participation in officially recognized activities and sports
9. Weight and height of athletic team members
10. Dates of attendance
11. Degrees and awards received
12. Most recent previous school attended

Policy KASHIA ELEMENTARY SCHOOL DISTRICT
adopted: March 10, 2021, Stewarts Point, California

Kashia ESD

Administrative Regulation

Challenging Student Records

AR 5125.3
Students

The custodial parent/guardian of any student may submit to the Superintendent/Principal or designee a written request to correct or remove from his/her child's records any information concerning the child which he/she alleges to be any of the following: (Education Code 49070)

1. Inaccurate
2. An unsubstantiated personal conclusion or inference
3. A conclusion or inference outside of the observer's area of competence
4. Not based on the personal observation of a named person with the time and place of the observation noted
5. Misleading
6. In violation of the privacy or other rights of the student

(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 5125 - Student Records)

When a student grade is challenged, the teacher who gave the grade shall be given an opportunity to state orally, in writing, or both, the reasons for which the grade was given. Insofar as practicable, he/she shall be included in all discussions related to any grade change. In the absence of clerical or mechanical error, fraud, bad faith or incompetency, the student's grade as determined by the teacher shall be final. (Education Code 49066)

Within 30 days of receiving a request to correct or remove information from a record, the Superintendent/Principal or designee shall meet with the parent/guardian and with the employee (if still employed) who recorded the information in question. The Superintendent/Principal or designee shall then sustain or deny the allegations. (Education Code 49070)

If the parent/guardian's allegations are sustained, the Superintendent/Principal or designee shall order the correction or removal and destruction of the information. (Education Code 49070)

If the Superintendent/Principal or designee denies the allegations, the parent/guardian may write within 30 days to appeal the decision to the Board of Trustees. Within 30 days of receiving the written appeal, the Board shall meet in closed session with the parent/guardian and the employee

(if still employed) who recorded the information in question. The Board shall then decide whether or not to sustain or deny the allegations. If it sustains any or all of the allegations, the Superintendent/Principal or designee shall immediately correct or remove and destroy the information from the student's records. (Education Code 49070)

The decision of the Board shall be final. If the decision of the Superintendent/Principal or designee or Board is unfavorable to the parent/guardian, the parent/guardian shall have the right to submit a written statement of objections. This statement shall become a part of the student's record. (Education Code 49070)

Both the Superintendent/Principal or designee and the Board have the option of appointing a hearing panel to assist in making the decision. The hearing panel may be used at the discretion of the Superintendent/Principal or designee or the Board provided that the parent/guardian consents to releasing record information to panel members. (Education Code 49070, 49071)

The right to challenge a record becomes the sole right of the student when the student becomes 18 or attends a postsecondary institution. (Education Code 49061)

At the beginning of each school year, parents/guardians shall be notified of the availability of the above procedures for challenging student records. (Education Code 49063)

(cf. 5145.6 - Parental Notifications)

Legal Reference:

EDUCATION CODE

49061 Definitions

49063 Notification of parents of their rights

49066 Grades; change of grade; physical education grade

49070 Challenging content of records

49071 Hearing panel

UNITED STATES CODE, TITLE 20

1232g Family Educational and Privacy Rights Act of 1974

Policy KASHIA ELEMENTARY SCHOOL DISTRICT
adopted: March 10, 2021, Stewarts Point, California

Fund 01 - General Fund		Fiscal Year 2021 through 06/30/2021				
		Budget	Actual	Encumbrance	Balance	Avail
REVENUES						
LCFF Revenue Sources	(8010-8099)	201,789.00	127,746.21		74,042.79	37%
Federal Revenue	(8100-8299)	122,191.00	44,020.00		78,171.00	64%
Other State Revenue	(8300-8599)	9,949.00	2,512.24		7,436.76	75%
Other Local Revenue	(8600-8799)	124,532.00	107,626.26		16,905.74	14%
Total Revenues		458,461.00	281,904.71		176,556.29	39%
EXPENDITURES						
Certificated Salaries	(1000-1999)	82,047.00	51,342.63	21,401.12	9,303.25	11%
Classified Salaries	(2000-2999)	42,188.00	16,485.00	.00	25,703.00	61%
Employee Benefits	(3000-3999)	36,881.00	13,580.28	7,635.60	15,665.12	42%
Books and Supplies	(4000-4999)	40,615.00	27,952.34	.00	12,662.66	31%
Services & Operating Expenses	(5000-5999)	226,626.00	136,591.01	42,869.04	47,165.95	21%
Total Expenditures		428,357.00	245,951.26	71,905.76	110,499.98	26%
Operating Surplus/(Deficit)		30,104.00	35,953.45	(35,952.31)		
Beginning Fund Balance		334,243.00	334,242.21	334,242.21		
Net Ending Fund Balance		364,347.00	370,195.66	298,289.90		
*** calculated ***						
Components of Ending Fund Balance						
Reserve economic Uncertainty - 9789		70,000.00	.00			
Undesignated/unappropriated - 9790		294,347.00	.00			
Ending Fund Balance		364,347.00	.00			

Updates 02/10/2021 # 18,112

Updates 03/10/2021 # 30,104

11,992

Elem Ed # <2694> Less EPA Funds
Moved Teacher Salary

Food # 4515 Food, Services

Van # 4150 Supplies, Repairs
Services

Operations # 6021 Salaries

11,992

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
A. REVENUES								
1) LCFF Sources		8010-8099	187,071.00	201,761.00	117,129.81	201,789.00	28.00	0.0%
2) Federal Revenue		8100-8299	96,200.00	119,694.00	23,232.00	122,191.00	2,497.00	2.1%
3) Other State Revenue		8300-8599	2,300.00	9,949.00	2,512.24	9,949.00	0.00	0.0%
4) Other Local Revenue		8600-8799	108,000.00	109,563.00	103,004.26	124,532.00	14,969.00	13.7%
5) TOTAL, REVENUES			393,571.00	440,967.00	245,878.31	458,461.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	70,972.00	68,537.00	39,940.85	82,047.00	(13,510.00)	-19.7%
2) Classified Salaries		2000-2999	54,327.00	53,327.00	12,375.00	42,188.00	11,139.00	20.9%
3) Employee Benefits		3000-3999	45,800.00	37,172.00	11,098.54	36,881.00	291.00	0.8%
4) Books and Supplies		4000-4999	18,744.00	47,465.00	27,437.29	40,615.00	6,850.00	14.4%
5) Services and Other Operating Expenditures		5000-5999	201,565.00	216,354.00	109,920.34	226,626.00	(10,272.00)	-4.7%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	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	0.0%
9) TOTAL, EXPENDITURES			391,408.00	422,855.00	200,772.02	428,357.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			2,163.00	18,112.00	45,106.29	30,104.00		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	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	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			2,163.00	18,112.00	45,106.29	30,104.00		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	318,835.00	334,243.00		334,243.00	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			318,835.00	334,243.00		334,243.00		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			318,835.00	334,243.00		334,243.00		
2) Ending Balance, June 30 (E + F1e)			320,998.00	352,355.00		364,347.00		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Items		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	0.00	0.00		0.00		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	70,000.00	70,000.00		70,000.00		
Unassigned/Unappropriated Amount		9790	250,998.00	282,355.00		294,347.00		

**MEMORANDUM OF UNDERSTANDING
BETWEEN
SONOMA COUNTY OFFICE OF EDUCATION
AND
KASHIA ELEMENTARY SCHOOL DISTRICT
7/1/21 – 6/30/23**

This Memorandum of Understanding (“MOU”) is entered into between the Sonoma County Office of Education (“SCOE”) and the Kashia Elementary School District (“District”) with regard to the following subject matter:

- A. On or about March 26, 2015 SCOE notified the District that the District would be unable to meet its financial obligations for the balance of the 2014-2015 school year.
- B. The County Office at the same time notified the District that it was likely the District would continue to run deficits for the 2015-2016 and 2016-2017 school years.
- C. As a result of that financial situation and the Notice given to the District, SCOE assumed full Stay and Rescind Authority over decisions of the school board and District staff with respect to financial matters.
- D. The District Board voted to give notice to the then-current Superintendent of the non-renewal of her contract, with her last day as both Superintendent and as the District’s business manager to be on June 12, 2015.
- E. Thereafter, as part of SCOE’s assumption of responsibility for District’s financial matters, later in 2015 SCOE appointed Frances Johnson as superintendent/principal of the District. The superintendent/principal has performed that role since that time, providing strong management of the day-to-day business of the District and serving the interests of the District’s students well.

NOW, THEREFORE, the parties agree as follows:

- 1. **Term:** Kashia’s Stay & Rescind order, which expired in April 2017, released SCOE’s authority over district matters, however, Kashia’s Board of Trustees wish to continue Superintendent/Principal services provided by Frances Johnson for an additional two years, for a period beginning on July 1, 2021 and terminating on June 30, 2023 unless terminated earlier or extended as provided by the terms of this Agreement.

2. **Salary:** Superintendent/Principal shall be placed on the SCOE certificated management salary schedule.
3. **Extension:** This MOU shall automatically be extended by an additional year unless sooner terminated by one of the parties. Either party may give notice at least one year and one day prior to the termination date set forth above. If no such notice is given prior to the termination of this agreement, it shall automatically be extended for an additional year.
4. **Effective Date:** This Agreement shall take effect upon the date when both a representative of SCOE and of the District/Board shall have executed it.
5. **Work Year:** The Superintendent/Principal shall be required to render 185 workdays of full and regular service to the District during each annual period covered by this Agreement, exclusive of holidays as defined in Education Code section 37220 and 37221. Days in excess of 185 and holidays are considered non-work days. The Superintendent/Principal shall not be entitled to vacation pay for non-work days. Both parties agree that the Superintendent/Principal is not entitled to overtime pay or compensatory time off.
6. **Charge for Superintendent/Principal's Duties:** The cost of the Superintendent/Principal's salary shall be a proper charge against the District's budget.

a. Superintendent/Principal's Duties:

- i. **General Duties.** The Superintendent/Principal is employed as District Superintendent/Principal and shall perform the duties of District Superintendent/Principal as prescribed by this Agreement, the laws of the State of California, Board Policy, and the Superintendent/Principal's job description. The Superintendent/Principal shall be chief executive officer and secretary of the Board. The Superintendent/Principal shall have primary responsibility for execution of Board policy, responsibility for the duties prescribed by Education Code section 35035, and responsibility for any duties authorized by the Board pursuant to Education Code section 17604.

- ii. **Personnel Matters.** The Superintendent/Principal shall have primary responsibility for all personnel matters including selection, assignment, discipline, and dismissal of district employees, subject to the approval of the Board. The Board shall refer all complaints and concerns made to individual members of the Board, or the Board as a body, for review and action by the Superintendent/Principal.

7. General Provisions:

- a. **Governing Law/Venue:** This Agreement, and the rights and obligations of the parties, shall be construed and enforced in accordance with the laws of the State of California. Any action or proceeding seeking any relief under or with respect to this Agreement shall be brought solely in the Superior Court of the State of California for Sonoma County, and in no other place.
- b. **Entire Agreement:** This Agreement contains the entire agreement and understanding between the parties. There are no oral understandings, terms or conditions, and neither party has relied upon any representation, express or implied, not contained in this Agreement.
- c. **Exclusivity:** To the extent permitted by law, the parties agree that the employment relationship between SCOE and the District shall be governed exclusively by the provisions of this Agreement and not by Board policies, administrative regulations, or similar documents.
- d. **Execution of Other Documents:** The parties shall cooperate fully in the execution of any other documents and in the completion of any other acts that may be necessary or appropriate to give full force and effect to this Agreement.
- e. **Execution:** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and

the same instrument. Photographic copies of such signed counterparts may be used in lieu of the originals for any purpose.

- f. Waiver: Any waiver of any breach of any term or provision of this Agreement shall be in writing and shall not be construed to be a waiver of any other breach of this Agreement.
- g. Severability: If any provision of this Agreement or its application is held invalid, the invalidity shall not affect the other provisions or applications of the Agreement that can be given effect without the invalid provisions or applications and the provisions of this Agreement are declared to be severable.

Dated: _____

Signed: _____

Steven D. Herrington, Ph.D.
Sonoma County Superintendent of Schools

Dated: _____

Signed: _____

Charlene Pinola
President, Kashia District Board of Trustees