

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
BOARD OF EDUCATION

Regular Meeting
November 13, 2013
5:30 p.m. – Closed Session; 6:30 p.m. – General Session
Ernest Righetti High School (Cafeteria)
2560 Skyway Drive, Santa Maria, CA 93455

The Santa Maria Joint Union High School District mission is to provide all students with an enriching high school experience that strives to enhance students' natural abilities, to promote the development of new capabilities, and to encourage the lifelong pursuit of wisdom and harmony as productive individuals in their community.

Any materials required by law to be made available to the public prior to a meeting of the Board of Education of the District can be inspected at the above address during normal business hours.

Individuals who require special accommodations including, but not limited to, American Sign Language interpreter, accessible seating or documentation in accessible formats should contact the superintendent or designee within a reasonable time before the meeting date.

I. Open Session	1
Call to Order	1
II. Adjourn to Closed Session	1
A. Student Matters – Education Code Sections 35146 & 48918. The Board will review proposed expulsions/suspended expulsion(s) and/or and requests for re-admission. <i>NOTE: The education code requires closed sessions in these cases to prevent disclosure of confidential student record information.</i>	1
B. Certificated and Classified Personnel Actions. The Board will be asked to review and approve routine hiring, transfers, promotions, evaluations, terminations, and resignations as reported by the Assistant Superintendent, Human Resources. <i>Appendix A (Classified, Certificated)</i>	1
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	Unless otherwise announced, the next regular meeting will be held on December 11, 2013, with a closed session at 5:30 p.m. and open session at 6:30 p.m. at the Santa Maria Joint Union High School District Support Services Center at 2560 Skyway Drive, Santa Maria, CA 93455	8
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CSBA

PROFESSIONAL GOVERNANCE STANDARDS

Adopted by the Santa Maria Joint Union High School District April 11, 2001

THE BOARD

School districts and county offices of education are governed by boards, not by individual trustees. While understanding their separate roles, the board and superintendent work together as a “governance team.” This team assumes collective responsibility for building unity and creating a positive organizational culture in order to govern effectively.

To operate effectively, the board must have a unity of purpose and:

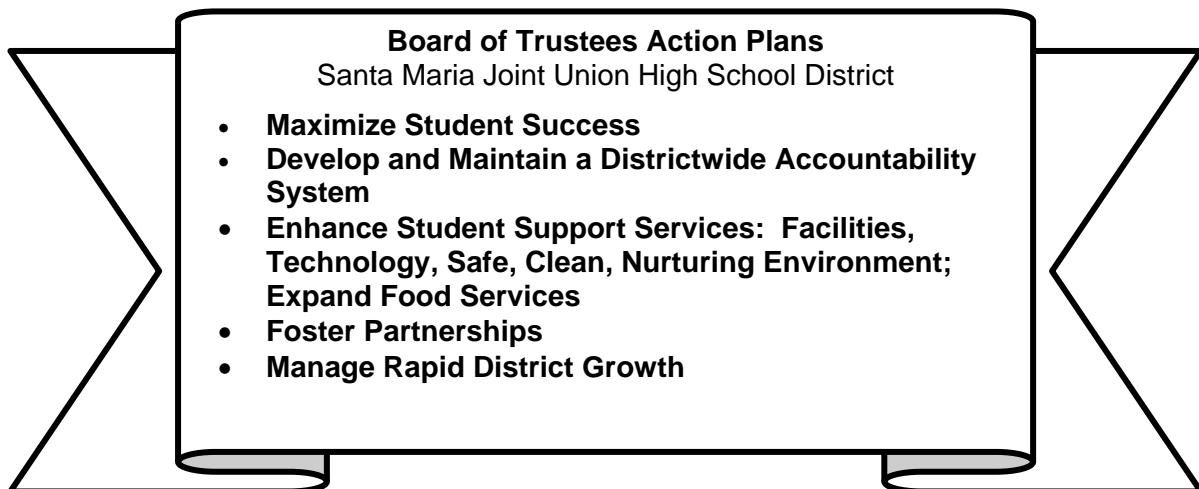
- Keep the district focused on learning and achievement for all students.
- Communicate a common vision.
- Operate openly, with trust and integrity.
- Govern in a dignified and professional manner, treating everyone with civility and respect.
- Govern within board-adopted policies and procedures.
- Take collective responsibility for the board’s performance.
- Periodically evaluate its own effectiveness.
- Ensure opportunities for the diverse range of views in the community to inform board deliberations.

THE INDIVIDUAL TRUSTEE

In California’s public education system, a trustee is a person elected or appointed to serve on a school district or county board of education. Individual trustees bring unique skills, values and beliefs to their board. In order to govern effectively, individual trustees must work with each other and the superintendent to ensure that a high quality education is provided to each student.

To be effective, an individual trustee:

- Keeps learning and achievement for all students as the primary focus.
- Values, supports and advocates for public education.
- Recognizes and respects differences of perspective and style on the board and among staff, students, parents and the community.
- Acts with dignity, and understands the implications of demeanor and behavior.
- Keeps confidential matters confidential.
- Participates in professional development and commits the time and energy necessary to be an informed and effective leader.
- Understands the distinctions between board and staff roles, and refrains from performing management functions that are the responsibility of the superintendent and staff.
- Understands that authority rests with the board as a whole and not with individuals.



THE BOARD'S JOBS

The primary responsibilities of the board are to set a direction for the district, provide a structure by establishing policies, ensure accountability and provide community leadership on behalf of the district and public education. To fulfill these responsibilities, there are a number of specific jobs that effective boards must carry out.

Effective boards:

- Involve the community, parents, students and staff in developing a common vision for the district focused on learning and achievement and responsive to the needs of all students.
- Adopt, evaluate and update policies consistent with the law and the district's vision and goals.
- Maintain accountability for student learning by adopting the district curriculum and monitoring student progress.
- Hire and support the superintendent so that the vision, goals and policies of the district can be implemented.
- Conduct regular and timely evaluations of the superintendent based on the vision, goals and performance of the district, and ensure that the superintendent holds district personnel accountable.
- Adopt a fiscally responsible budget based on the district's vision and goals, and regularly monitor the fiscal health of the district.
- Ensure that a safe and appropriate educational environment is provided to all students.
- Establish a framework for the district's collective bargaining process and adopt responsible agreements.
- Provide community leadership on educational issues and advocate on behalf of students and public education at the local, state and federal levels.

THE SUPERINTENDENT:

- Promotes the success of *all* students and supports the efforts of the Board of Trustees to keep the district focused on learning and achievement.
- Values, advocates and supports public education and all stake holders.
- Recognizes and respects the differences of perspective and style on the Board and among staff, students, parents and the community — and ensures that the diverse range of views inform board decisions.
- Acts with dignity, treats everyone with civility and respect, and understands the implications of demeanor and behavior.
- Serves as a model for the value of lifelong learning and supports the Board's continuous professional development.
- Works with the Board as a "governance team" and assures collective responsibility for building a unity of purpose, communicating a common vision and creating a positive organizational culture.
- Recognizes that the board/superintendent governance relationship is supported by the management team in each district.
- Understands the distinctions between board and staff roles, and respects the role of the Board as the representative of the community.
- Understands that authority rests with the Board as a whole; provides guidance to the Board to assist in decision-making; and provides leadership based on the direction of the Board as a whole.
- Communicates openly with trust and integrity including providing all members of the Board with equal access to information, and recognizing the importance of both responsive and anticipatory communications.
- Accepts leadership responsibility and accountability for implementing the vision, goals and policies of the district.

**SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
BOARD OF EDUCATION**

**Regular Meeting
November 13, 2013**

**Ernest Righetti High School (Cafeteria)
941 E. Foster Road, Santa Maria, California 93455**

5:30 p.m. Closed Session/6:30 p.m. General Session

The Santa Maria Joint Union High School District mission is to provide all students with an enriching high school experience that strives to enhance students' natural abilities, to promote the development of new capabilities, and to encourage the lifelong pursuit of wisdom and harmony as productive individuals in their community.

Any materials required by law to be made available to the public prior to a meeting of the Board of Education of the District can be inspected at the above address during normal business hours.

Individuals who require special accommodation including, but not limited to, American Sign Language interpreter, accessible seating or documentation in accessible formats should contact the superintendent or designee within a reasonable amount of time before the meeting date.

I. Open Session

Call to Order

II. Adjourn to Closed Session

Note: The Board will consider and may act upon any of the following items in closed session. They will report any action taken publicly at the end of the closed session as required by law.

- A. Student Matters – Education Code Sections 35146 & 48918. The Board will review proposed expulsions/suspended expulsion(s) and/or and requests for re-admission. *NOTE: The education code requires closed sessions in these cases to prevent disclosure of confidential student record information.*
- B. Certificated and Classified Personnel Actions. The Board will be asked to review and approve hiring, transfers, promotions, evaluations, terminations, and resignations as reported by the Assistant Superintendent, Human Resources.
- C. Conference with Labor Negotiators. The Board will be provided a review of negotiations with the Faculty Association (California Teachers Association).

III. Reconvene in Open Session

Call to Order/Flag Salute

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IV. Announce Closed Session Actions

The Board will announce the following actions:

- A. Student Matters – Education Code Sections 35146 & 48918. The Board will review proposed expulsions/suspended expulsion(s) and/or and requests for re-admission. *NOTE: The education code requires closed sessions in these cases to prevent disclosure of confidential student record information.*
- B. Certificated and Classified Personnel Actions. The Board will be asked to review and approve hiring, transfers, promotions, evaluations, terminations, and resignations as reported by the Assistant Superintendent, Human Resources.
- C. Conference with Labor Negotiators. The Board will be provided a review of negotiations with the Faculty Association (California Teachers Association).

V. Presentations

- A. Academic Performance Index (API) and Adequate Yearly Progress (AYP) Statistics

John Davis will provide a brief update on our district and site state accountability results. The 2012-13 school year was the sunset of the STAR program and transitioning to a new system takes place in 2013-14. A new system of testing and accountability will begin during the 2014-15 school year.

VI. Reports

- A. Superintendent's Report
 - 1. National FFA Trip Review
 - 2. Physical Fitness Test Results - Lorene Yoshihara
 - 3. Peer Assistance Review/Teacher Induction Program (PAR/TIP) - Lorene Yoshihara

The presentation will provide information on the district's PAR/TIP program. It will include the background of each program, what is currently in progress and what the future may hold.

- B. Principal Reports
- C. Student Reports: Leticia Mora, Delta; Samantha Galicinao, Santa Maria; Stephany Rubio, Pioneer Valley; and Ian Steller, Righetti.
- D. Reports from Employee Organizations

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E. Board Member Reports

VII. Items Scheduled for Action

A. Instruction

1. Common Core State Standards (CCSS) Implementation Funding Plan

At the October Board meeting the district unveiled a plan to utilize the Common Core State Standards funding provided by the state to support the implementation of CCSS. The goals and an estimated spending plan were shared at that meeting. As required by the state, the district brings the proposed plan forward for Board approval.

Public Hearing

Resource Person: John Davis, Asst. Supt./Curriculum & Instruction

***** IT IS RECOMMENDED THAT the Board of Education approve the CCSS Implementation Funding Plan as presented at the October 9 Board meeting.**

Moved _____

Second _____

Vote _____

B. General

1. Board Policies/Administrative Regulations

The administration has reviewed the following amended or new Board Policies/Administrative Regulations, aligned with California School Boards Association updates, which are provided as education code and laws change. These policies and regulations are being presented for the Board's re-view and adoption and will be included in the existing sections upon approval.

A summary of revisions/changes made is presented in Appendix C. The complete revised policies and regulations are part of the agenda which is posted on the district's website at www.smjuhsd.k12.ca.us/

Personnel – Series 4000

Awards and Recognition

BP 4156.2/4256.2/4356.2

Students – Series 5000

Conduct

BP 5131

Alcohol and Other Drugs

BP 5131.6

Asthma Management

BP/AR 5141.23

Specialized Health Care Services

AR 5141.24

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Food Allergies/Special Dietary Needs
Board Bylaws – Series 9000
Public Statements

BP/AR 5141.27
BB 9010

Resource Person(s): Frances Evans, Director/Special Education, Mark Richardson, Superintendent

***** IT IS RECOMMENDED THAT the Board of Education approve the Board Policies/Administrative Regulations as presented.**

Moved _____ Second _____ Vote _____

C. Business

1. Authorization to Piggyback on Hemet Unified School District for School Buses District Wide for the Length of the Contract through June 30, 2014

Section 20118 of the Public Contract Code provides an alternative for obtaining supplies, furniture, and equipment, commonly referred to as “piggybacking”. Notwithstanding Section 20111 and 20112 of the Public Contract Code, the governing board of any school district without advertising for bids and with board determination that it is in the best interest of the district, may authorize the purchase of such supplies, furniture and equipment.

Hemet Unified School District has awarded their school buses bid to BusWest Piggyback Bid #2009/10-720, expires June 30, 2014. With Board approval the district may “piggyback” on their bid.

Resource Person: Yolanda Ortiz, Asst. Supt./Business Services

***** IT IS RECOMMENDED THAT notwithstanding Sections 20111 and 20112 of the Public Contract Code, the governing board has determined it to be in the best interest of the district to grant approval to obtain school buses pursuant to a “piggyback” clause in the Hemet Unified School District bid for which the originating district has complied with all competitive bidding requirements; pursuant to Piggyback Bid #2009/10-720, expiring June 30,. 2014.**

Moved _____ Second _____ Vote _____

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VIII. Consent Items

*** **IT IS RECOMMENDED THAT the Board of Education approve the following consent items as presented.** *All items listed are considered to be routine and may be enacted by approval of a single motion. There will be no separate discussion of these items; however, any item may be removed from the consent agenda upon request of any member of the board and acted upon separately.*

Moved _____ Second _____ Vote _____

A. Approval of Minutes

October 9, 2013 - Regular Meeting

B. Approval of Warrants for the Month of October 2013

Payroll	\$5,103,897.91
Warrants	<u>2,112,995.92</u>
Total	\$7,216,893.83

C. Attendance Report

Mrs. Yolanda Ortiz, Assistant Superintendent of Business Services, will be available to answer questions regarding the October month attendance report presented on page 9.

D. Facility Report – **Appendix B**

E. Acceptance of Gifts

Pioneer Valley High School

Donor	Recipient	Amount
PG&E	PVHS Admin	\$117.00
PG&E	Link Crew, T. Watkins, T. Castillo-Shiffer	400.00
Wells Fargo Foundation	PVHS Admin	2,500.00
Atascadero Greyhound Foundation	Band	500.00
Greg Villegas Photography	Student Council	675.00
Steven & Ida Aguilar	Girls' Golf	<u>70.00</u>
Total Pioneer Valley High School		\$3,517.00

Santa Maria High School

Donor	Recipient	Amount
PG&E	Admin	\$400.00
Wells Fargo Foundation	Admin	2,500.00

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Santa Maria FFA Boosters	FFA	5,000.00
TLC Mortuary	Baseball	100.00
Wheels N Windmills	Automobile Club	<u>9,000.00</u>
Total Santa Maria High School		\$17,000.00

Righetti High School

Donor	Recipient	Amount
Michael & Nora McNamara	VPA	<u>\$200.00</u>
Total Righetti High School		\$200.00

F. Student Discipline Matters

- Administrative Recommendation to suspend the order of expulsion: Student #s 337025, 339387, 333897
- Administrative Recommendation to order expulsion: Student #'s 338371, 336841
- Pending Second Level Hearing: Student # 337727

G. Request for Travel

School	Instructor in Charge	Event/Location	Dates
RHS	Denise Paulus	National Honor Choir, New York	4/6-14/2014
SMHS	Richard Guiremand, Amy Hennings	Close-Up Event, Washingt, D.C.	2/9-15/2014

All required paperwork is/will be on file at the school before departure. No student was excluded from the field trip due to lack of funds.

H. District Vehicles for Disposal

Veh ID#	Year	Make/Model	Serial No.	Condition
91	1997	International School Bus	1HUBGAAN7 UA077433	Fair Condition, Unable to register in California without Diesel Particu- late Filter Retrofit
107	1974	Dodge Truck	D14AE45158 905	Runs well, body dam- age/rust.
192	1987	Chevy 3/4-Ton Suburban	1GNR26N9 HF153625	Broken, Doesn't Run,

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197	1984	GMC 5.7L V8 One-Ton Box Van	2GDHG31E9 E4514882	Poor condition, does not run, body damage /rust.
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I. Approval/Ratification of Purchase Order

<u>P.O. #</u>	<u>Vendor</u>	<u>Amount</u>	<u>Description & Funding Source</u>
14-0519	CIO Solutions	\$45,807.96	Technology
14-0528	CIO Solutions	\$67,143.04	Technology

J. Textbook Discard

Santa Maria High School is requesting permission to discard the obsolete/damaged textbooks listed below:

Textbook Title	ISBN#	Copyright	# of Copies
CPM Geometry Volume 1	1885145535	2002	52
CPM Math Analysis Volume 1	1885145497	2003	41
Fearons Pre-Algebra	0835934535	1997	18
Reader's Handbook	0669490083	2002	30
Great Tales and Poems Edgar Allen Poe	671-46326-8	1970	20
Fearons Amer Government 2nd Edition	0835910466	1995	14
American Government	0130236179	2001	23
American Government Wkbk	0130236187	2001	18
Fearon's Economics 2 nd Ed	0835932869	1995	20
AGS English to Use	0785414509	1998	13

Righetti High School is requesting permission to discard the obsolete/damaged textbooks listed below:

Textbook Title	ISBN#	Copyright	# of Copies
Elements of Language	0030520037	2001	64
American Government	0618562443	2006	49

IX. Open Session Public Comments

The public may address the Board on any matter (except personnel) concerning the District and not on the agenda. Note: The time limit to address the Board may not exceed three minutes. The Board is not required to respond to the Public Comment. The public may also address the Board on each item on the Agenda as the Board takes up those items. Persons wishing to speak should complete a blue request form and hand it to the Board secretary.

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X. Items not on the Agenda

Note: The law generally prohibits the Board from discussing items not on the agenda. Under limited circumstances, the Board may discuss and act on items not on the agenda if they involve an emergency affecting safety of persons or property, or a work stoppage, or if the need to act came to the attention of the District too late to include on the posted agenda.

XI. Next Meeting Date

Unless otherwise announced, the next regular meeting of the Board of Education will be held on December 11, 2013. Closed session begins at 5:30 p.m. Open session begins at 6:30 p.m. The meeting will be held at the Santa Maria Joint Union High School District Support Services Center at 2560 Skyway Drive, Santa Maria, CA 93455.

XII. Future Regular Board Meetings:

The Board meetings for 2014 will be established at the December 11, 2013 meeting.

XIII. Adjourn

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
MONTHLY REPORT OF ATTENDANCE
SECOND MONTH OF 2013-14

September 9, 2013 through October 4, 2013

	Second Month 2012-13			Second Month 2013-14			Cumulative ADA				
	Ending Enrollment	ADA	ADA % of Poss. Enroll.	Ending Enrollment	ADA	ADA % of Poss. Enroll.	Prior Year		Current Year		
							ADA %	ADA	ADA %	ADA	
ERNEST RIGHETTI HIGH											
Regular	1977	1923.65	96.8%	1891	1829.60	96.5%		1936.42		1835.55	
Special Education	91	86.65	96.1%	99	93.55	94.0%		85.32		94.58	
Independent Study	32	20.40	86.4%	38	22.25	69.5%		11.68		18.68	
Independent Study Spec Ed	5	2.85	57.0%	0	0.00	---		3.05		0.00	
CTE Program	12	10.25	89.5%	11	8.80	80.0%		10.05		8.71	
Home and Hospital Reg Ed	1	2.60	100.0%	4	3.15	88.7%		2.03		2.32	
Home and Hospital Spec Ed	0	0.00	---	0	0.00	---		0.00		0.00	
TOTAL RIGHETTI	2118	2046.40	96.8%	2043	1957.35	96.4%		2048.55		1959.84	
SANTA MARIA HIGH											
Regular	2137	2049.25	96.0%	2156	2069.30	95.9%		2043.55		2078.29	
Special Education	89	80.45	91.4%	90	84.10	92.4%		80.66		84.76	
Independent Study	44	35.30	86.3%	69	50.80	81.6%		28.63		41.05	
Independent Study 12+	0	0.00	---	0	0.00	---		0.00		0.00	
Independent Study Spec Ed	1	0.70	70.0%	1	1.05	100.0%		0.66		1.03	
CTE Program	12	10.30	85.8%	8	5.70	71.3%		9.82		5.76	
Home and Hospital Reg Ed	2	1.75	100.0%	5	3.75	75.8%		1.45		3.74	
Home and Hospital Spec Ed	3	1.85	61.7%	2	1.60	80.0%		1.92		1.29	
TOTAL SANTA MARIA	2288	2179.60	95.8%	2331	2216.30	95.8%		2166.68		2215.92	
PIONEER VALLEY HIGH											
Regular	2407	2371.70	97.8%	2496	2455.65	97.8%		2380.92		2463.37	
Special Education	127	120.40	93.8%	129	121.55	94.4%		122.05		123.11	
Independent Study	49	31.00	85.5%	32	20.85	75.1%		17.26		15.53	
Independent Study 12+	1	0.75	75.0%	0	0.00	---		0.39		0.00	
Independent Study Spec Ed	4	2.00	50.0%	5	2.05	43.2%		2.74		2.21	
Home and Hospital Reg Ed	9	6.70	79.8%	3	2.25	75.0%		4.63		2.13	
Home and Hospital Spec Ed	1	0.90	0.9	1	0.10	100.0%		0.82		0.53	
TOTAL PIONEER VALLEY	2598	2533.45	97.6%	2666	2602.45	97.6%		2528.82		2606.87	
DAY TREATMENT @ LINCOLN STREET	6	5.20	86.7%	4	3.50	87.5%		5.21		3.82	
DISTRICT SPECIAL ED TRANSITION	10	9.80	90.3%	10	9.40	94.5%		9.82		7.68	
DISTRICT SPECIAL ED TRANS/VOC M/M	0	0.00	---	4	4.00	100.0%		0.00		2.11	
ALTERNATIVE EDUCATION											
Delta Continuation	315	257.39	80.6%	337	272.06	80.0%		257.24		273.48	
Delta 12+	2	1.93	96.3%	0	0.00	0.0%		1.85		0.00	
Delta Independent Study	45	39.02	92.2%	42	36.89	87.3%		31.89		31.36	
Delta Independent Study 12+	36	34.58	97.4%	43	39.09	91.3%		28.06		31.00	
Delta Independent Study Spec Ed	0	0.00	---	3	1.17	34.8%		0.00		1.20	
Home & Hospital Reg Ed	0	0.00	---	0	0.00	---		0.00		0.00	
Freshman & Sophomore Prep	135	125.34	92.0%	150	142.15	97.9%		124.23		132.26	
Reach Program--SMHS	3	2.00	88.9%	10	7.00	82.4%		1.79		7.61	
Reach Program--PVHS	5	4.70	98.9%	8	5.75	95.0%		3.92		4.21	
Reach Program--RHS	0	0.00	---	1	1.00	100.0%		0.00		1.00	
Home School @ Library Program	50	45.65	91.1%	50	44.50	90.0%		44.79		44.47	
TOTAL ALTERNATIVE EDUCATION	591	510.61	86.4%	644	549.61	85.3%		493.76		526.59	
TOTAL HIGH SCHOOL DISTRICT	7611	7285.06	95.7%	7702	7342.61	95.3%		7252.84		7322.82	

CLASSIFIED PERSONNEL ACTIONS

Name	Action	Assignment	Site	Effective	Pay Rate	Hours
	Employ	Instructional Asst-Special Ed I	PVHS	11/18/13	13/A	5.5
	Promote	Campus Security Assistant	PVHS	10/21/13	12/B	5
	Promote	Campus Security Coordinator	RHS	11/01/13	25/A	8
	Retire	Lead Maintenance	DO	02/01/14	34/E	8
	Resign	Instructional Asst-Special Ed II	RHS	11/13/13	15/B	6.5
	Out of Class	Carpenter/Welder	DO	06/13/13	28/A/B	8
	Increase Hours	Food Service Worker I	RHS	10/22/13	9/B	2 to 3
	Increase Hours	Bus Driver	DO	10/07/13	18/E	6.5
	Employ	Instructional Asst/Spec Ed I	PVHS	11/05/13	13/A	5.5
	Out of Class	Carpenter/Welder	DO	06/13/13	28/E	8

CERTIFICATED PERSONNEL ACTIONS

Name	Action	Status	Subject	Site	Effective	Salary	FTE
	LOA	Perm	Social Studies	SMHS	TBD-6/5/13	V, 9	1
	Employ	Temp	Social Studies	SMHS	11/6/13-6/5/14	TBD	1
	New Assign	Temp	EL Coach	RHS	1/6-6/5/14	IV, 8	1
	Employ	Temp	Special Ed: SH	PVHS	10/30/13-6/5/14	TBD	1
	Employ	Temp	English	SMHS	10/14-12/13/13	III, 3	0.33
	Unpaid LOA	Perm	Home Ec	RHS	1/6-6/5/14	V, 26	0.2

COACHING PERSONNEL ACTIONS

Assignment	Name	Action	Site	Effective	District	ASB
Girls Cross Country, Asst Varsity		Stipend	ERHS	Fall	\$1,388.00	

Appendix B

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT FACILITIES REPORT October 2013

1. Ernest Righetti High School Construction Projects

ERHS Demolition of Existing Greenhouse – Support Services

- Construction activities were completed July 31, 2013. Retention release is in process.

ERHS Portable Roof Replacement - Greenhouse Restroom, Portable 628 – Support Services

- Construction activities were completed June 24, 2013. Retention payment release remains pending receipt of final closeout documentation.

ERHS Mobile Book Storage – Westberg + White Architects

- The ADA assessment is complete and the rails have been installed. Floor leveling and carpet installation is scheduled for the week of November 12 with storage unit installation to occur November 18 through the 26.
- The project is scheduled to be complete November 26, 2013.

ERHS Fencing Replacement – Support Services

- Final installation of all fencing is complete. Final pay application has been completed. Retention release is in process. This project is closed.

ERHS Paving – Areas J, I, and M – Flowers and Associates Consultants

- Construction activities were completed July 26, 2013. The retention payment release remains in process pending receipt of final closeout documentation.

2. Santa Maria High School Construction Projects

C2004 SMHS New Classroom Building at Broadway – Rachlin Architects

- The project is out to bid with responses due November 15, 2013.
- Construction is estimated to start December 16, 2013.

SMHS Portable Roof Replacement - 611, 612, 613, & 614 – Support Services

- Construction activities were completed June 28, 2013. Retention payment release is in process.

3. Pioneer Valley High School Construction Projects

C2004 District Performing Arts Building – BCA Architects

- The Construction Documents development phase is complete. The information was submitted to DSA October 22, 2013. The DSA review process is estimated to complete in late June 2014.

- Construction is estimated to begin in November 2014.

PVHS Remediation Phase 3: Concrete Repair – Westberg + White Architects

- Substantial completion of the project occurred August 27, 2013. Final pay application and retention payment release are on hold pending receipt of final closeout documentation.

4. New Facility

C2004 New Facility School CTE Component – Architect to Be Determined

- Direction related to this item is pending Board and District Administration programming determination. The District's realtor continues to search for potential properties.

5. District Wide and Support Services Center

District Wide Energy Upgrade – Johnson Controls Inc.

- Upgrade Work completed this period includes interior gym lighting, power meter installation, integration of controls at all sites, and system testing.
- Final construction completion is now estimated to occur in December 2013.

District Wide Project Closeout – Support Services

- Review of issues related to project closeouts continues. Projects under review include PVHS (High School 3), RHS New Pool and 2 classrooms, and SMHS New Pool Score Board.

SSC Wall Crack Assessment and Repair – Support Services

- District facilities staff met with Fred Schott & Associates October 4, 2013 to review the results of the facility assessment. It was decided that the assessed work needs to be organized by priorities with cost estimates in order to determine a proposed schedule. A cost estimator is reviewing the assessment and the building to provide the requested information. Once complete, the report will be used to determine what work will be included and the order in which to do it.

SSC District Multiple Purpose Room – Westberg + White Architects

- District administration met to review the 90% drawings. Comments were forwarded to the Architect who is making adjustments and preparing the package for submittal to the City for review and permit approval.
- Construction start estimates are pending final architectural adjustment and City submittal.

6. Summer Activities

District Wide Summer Projects Planning

- Facilities staff met October 10, 2013 to establish a list of desired work to be completed between now and the end of summer 2014. The list, currently including 40 projects, will be adjusted as funding estimates are completed. A final list will be established by December 2013 based on priority and funding availability.
- Facilities staff met with civil engineers on October 24, 2013 to plan summer 2014 paving projects.

Maintenance & Operations

PVHS

- Repaired the staff parking lot gate.
- Replaced a heating fan motor in the boy's locker room.
- Reprogrammed 25 thermostats in portable classrooms. These are new networkable units that were installed in the Johnson Controls performance contract. They are controlled via a central control program.
- Replaced batteries in the emergency lighting control panels.
- Replaced door hinges on two portable classroom doors.
- Replaced the gas valves and adjusted regulators on both pool heaters.
- Repainted directional signs in the large student parking lot.
- Trimmed the trees on the north end of campus.
- Replanted ground cover in front of the school sign and along the circular drive. (Photos)
- Striped the grass fields for football.
- Repaired 50 sprinkler heads that were plugged with debris.
- Reset sprinkler timers to take advantage of shorter and cooler days.
- Setup several events: school rallies, homecoming dance, PSAT testing at Edwards Center, vision and hearing tests, PIQE parent institute classes.
- Completed the installation of intrusion lock conversions on 33 classroom fire doors with panic hardware. (Photo)
- Provided traffic control before school – 172 hours.
- Preventive work order hours – 20
- Routine work order hours – 180
- Total work orders completed – 68
- Event setup hours – 24

ERHS

- Installed irrigation lines in preparation for hillside replanting.
- Installed irrigation bubblers to water trees along Bradley Road.
- Assembled team benches for the football stadium.
- Cleaned up flour debris from a popular birthday gag, “flouring the birthday person”. More than sixty occurrences of this prank have occurred this month. (Photo)
- Removed ASB shed from upper campus (Photos)
- Continued campus painting project.
- Completed book locker removal and painting where lockers were removed.
- Painted PE numbers at outdoor basketball courts.
- New window blinds installed in classrooms 211 & 505.
- Gymnasium lighting replaced as part of the Johnson Controls performance project. There are some adjustments to be made to improve the overall lighting effect. (Photo)
- Set the tracks for the mobile book storage in room 201, adjacent to the library. This room will be converted to textbook storage, using a rolling storage system. (Photo)
- Replaced a defective Smart Board in room 322.
- Completed installation of a new foam air filter for all HVAC units on the site. This is a trial; if these units provide superior over the previously used pleated filters, they will be installed at all sites. (Photo)
- Installed white boards, new door stops, and door closers in several classrooms throughout the campus.
- Setup several events: College Boot Camp, volleyball games, tennis matches, PIQE, Freshman Links, school rallies. (Photo)
- Preventive work order hours – 53
- Routine work order hours – 47
- Total work orders completed – 102
- Event setup hours – 46

REGULAR MEETING
November 13, 2013

SMHS

- Replaced the exterior doors on the Old Science staff restrooms.
- Began conversion of room 220, to a Migrant Education Service Center. (Photo)
- Reinstalled projectors in rooms 902 and 907.
- Installed a new projector in room 610.
- Repaired the football scoreboard.
- Replaced or repaired several soap dispensers, restroom paper dispensers, and door stops.
- Replaced HVAC controller in the business building with a spare unit.
- Reconfigured the Career Center computer lab.
- Repaired HVAC units for rooms 444, 234, and 310.
- Six HVAC units have been robbed of their condenser coils. Thieves are stealing the coils to sell the copper. The six units have resulted in more than \$50,000 in replacement costs. (Photo)
- Repaired the irrigation at the northeast corner of campus and between the Math and Old Science buildings.
- Setup several events: vision and hearing testing, Senior meeting, Livestock meeting, college bound senior meeting, Cal Poly meeting, College & Career Fair, College Center Information Night, Immigration Forum, Volleyball games, Cross Country meet, Football dinners, CSEA meeting, Parent meeting, PIQE meeting, Allan Hancock Classes, Allan Hancock soccer games, Santa Maria Youth Football Jamboree, Close-up Walk-a-thon, Rotary Club meeting.
- Preventive work order hours – 43
- Routine work order hours – 48
- Total work orders completed – 146
- Event setup hours – 124

Graffiti & Vandalism

- | | | |
|--------|----|------|
| • ERHS | \$ | 172 |
| • DHS | \$ | 0 |
| • SMHS | \$ | 1661 |
| • PVHS | \$ | 75 |

Reese Thompson
Director – Facilities and Operations

Photo Gallery



PVHS – Replanted Groundcover at the School Sign



PVHS – Circular Drive Groundcover Replacement



PVHS – Intrusion Lock Conversion In-progress



ERHS – Baking Flour Clean-up in Student Restroom



ERHS – ASB Storage Shed Removal



ERHS – ASB Shed Debris Clearing



ERHS – Gymnasium Lighting Installation Underway



ERHS – Rolling Tracks Installed for Mobile Textbook Storage



ERHS – Installation of new Foam Air Filters (Trial)



ERHS – Bernie Rayner Sets the Jellyfish for Homecoming Dance



SMHS – Jose Placencia and Allen Johnson Converting the Former Photo Lab to a Migrant Education Center



SMHS – Copper Stolen From Rooftop HVAC Unit

**Board Policies for Approval
November 13, 2013 Board Meeting**

APPENDIX C

POLICY No.	DESCRIPTION
BP 4156.2	BP 4156.2/4256.2/4356.2 - Awards and Recognition (BP revised). MANDATED policy revised to reflect the membership of the merit awards committee, add encouragement of staff recognition during designated recognition days, and clarify the role of the Superintendent and the Board in granting awards.
BP 5131	Conduct(BP revised) - Policy updated to reflect NEW LAW (AB 9) which requires policy prohibiting discrimination, harassment, intimidation, and bullying based on specified characteristics and NEW LAW (AB 1156) which encourages the inclusion of bullying prevention strategies in comprehensive safety plans. Material on prevention and intervention of bullying and cyberbullying moved to BP 5131.2 - Bullying. Policy also expands item #4 to clarify that the district is not responsible for students' personal belongings brought on campus or to a school activity, replaces section on cell phone possession and use with new item #6 which prohibits use during instructional time with specified exceptions, and adds referral to student success team or counseling services as possible consequences for violation of school rules.
BP 5131.6	Alcohol and Drug – BP 5131.6 updated to reflect policies that include disciplinary procedures, staff training and parent support. These policies will to be provided to all students, employees and parents/guardians. In addition, the school district must convey a clear and consistent message that the illegal use of alcohol and other drugs is wrong and harmful.
BP 5141.23 AR 5141.23	Asthma Management: New optional policy and regulation are for use by districts that have a significant population of students with asthma and/or that wish to focus on the district's response to the needs of such students. Policy expresses Board goal to provide support systems for students with asthma and the development of strategies to address district response. Regulation describes district actions related to the identification of students with asthma, receipt and implementation of asthma action plans, emergency response procedures, professional development, and assessment of the school environment to identify and reduce common asthma triggers.
AR 5141.24	Specialized Health Care Services. Replace AR. Regulation revised to reflect New Lab (AB 342) which expands the list of individuals qualified to provide specialized health services to students with disabilities to include a person holding a certificate of public health nursing issued by the Board of Registered Nursing.

Board Policies for Approval
November 13, 2013 Board Meeting

BP 5141.27 AR 5141.27	<p>Food Allergies/Special Dietary Needs: Policy revised to reflect federal law which requires that a determination of disability, for purposes of Section 504 of the federal Rehabilitation Act, be made without regard to the ameliorative effects of mitigating measures, which may result in more students with severe food allergies needing to be evaluated under Section 504 to determine if they need accommodations or services. Policy also prohibits discrimination and bullying based on a food allergy and adds referral to appropriate complaint procedures.</p> <p>Regulation revised to add material on the development of a health plan to manage the needs of a student with a food allergy, which may be a Section 504 accommodation plan if his/her allergy meets the definition of a "disability" without regard to the effects of mitigating measures. Regulation also adds measures to be taken when a student with a known food allergy will be off school grounds, such as on a field trip.</p>
BB 9010	<p>Public Statements: Bylaw updated to add concepts related to communicating the district's message in a manner that promotes public confidence in the Board's leadership, refraining from disclosing confidential information, and adhering to the same standards and protocols established for other Board communications when participating on social networking sites, blogs, or other electronic media.</p>

Personnel

Awards and Recognition

BP 4156.2 4256.2,4356.2(a)

The Governing Board values its instructional and noninstructional staff and desires to recognize their outstanding service in order to increase employee morale and encourage creative and innovative performance.

(cf. 1150 - Commendations and Awards)
(cf. 5126 - Awards for Achievement)

The Board encourages recognition of all staff during days of significance designated by the Board, state law, or state resolution.

(cf. 6115 - Ceremonies and Observances)

The Board authorizes awards to individual employees who: (Education Code 44015)

1. Propose procedures or ideas that result in eliminating or reducing district expenditures or improving district operations
2. Perform special acts or services in the public interest
3. By their superior accomplishments, make exceptional contributions to the efficiency, economy, or other improvement in district operations

As the district budget permits, the Superintendent or designee may recognize such employees by issuing service pins, certificates, plaques, and/or other mementos. In addition, he/she may recommend employees to the Board for recognition at a public Board meeting.

(cf. 3100 - Budget)
(cf. 3300 - Expenditures and Purchases)

The Superintendent or designee shall establish procedures for the selection of individual employees to receive awards.

The Superintendent or designee may appoint one or more merit award committees consisting of Board members, district employees, and/or private citizens to review employee contributions and recommend awards.

Monetary awards to employees shall not exceed \$200 unless expressly approved by the Board.
(Education Code 44015)

Personnel

Awards and Recognition

BP 4156.2 4256.2,4356.2(b)

(cf. 1220 - Citizen Advisory Committees)
(cf. 9140 - Board Representatives)

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

35160.1 Broad authority of school districts

35161 Powers and duties generally

37222.10 Days of significance, including Day of the Teacher

44015 Awards to employees

45460 Classified School Employee Week

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: The Board's Relationship to District Staff, 2008

WEB SITES

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

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

(1/85 12/91) 7/10

Policy
Adopted:

SMJUHSD
Santa Maria, CA

CONDUCT

The Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, going to or coming from school, at school activities, or using district transportation.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5131.1 - Bus Conduct)

(cf. 5137 - Positive School Climate)

(cf. 6145.2 - Athletic Competition)

The Superintendent or designee shall ensure that each school develops standards of conduct and discipline consistent with Board policies and administrative regulations. Students and parents/guardians shall be notified of district and school rules related to conduct.

Prohibited student conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others, including, but not limited to, physical violence, possession of a firearm or other weapon, and terrorist threats

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5142 - Safety)

2. Discrimination, harassment, intimidation, or bullying of students or staff, including sexual harassment, hate-motivated behavior, cyberbullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption

(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

3. Conduct that disrupts the orderly classroom or school environment

(cf. 5131.4 - Student Disturbances)

4. Willful defiance of staff's authority

5. Damage to or theft of property belonging to students, staff, or the district

(cf. 3515.4 - Recovery for Property Loss or Damage)

(cf. 5131.5 - Vandalism and Graffiti)

Students

BP 5131(b)

The district shall not be responsible for students' personal belongings which are brought on campus or to a school activity and are lost, stolen, or damaged.

6. Obscene acts or use of profane, vulgar, or abusive language

(cf. 5145.2 - Freedom of Speech/Expression)

7. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited drugs

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5131.62 - Tobacco)

(cf. 5131.63 - Steroids)

Note: Penal Code 417.27 prohibits students from possessing laser pointers on school premises, unless the pointer is used for valid instructional or other school-related purpose, as provided in item #8 below. Penal Code 417.25 states that aiming or pointing a laser scope (i.e., a portable device capable of projecting a laser light on objects at a distance) at another person in a threatening manner, whether or not the laser scope is attached to a firearm, may be a misdemeanor if intended to cause a person fear of bodily harm.

8. Possession or use of a laser pointer, unless for a valid instructional or other school-related purpose (Penal Code 417.27)

Prior to bringing a laser pointer on school premises for a valid instructional or school-related purpose, a student shall obtain permission from the principal or designee.

9. Use of a cellular/digital telephone, pager, or other mobile communications device during instructional time

Such devices shall be turned off in class, except when being used for a valid instructional or other school-related purpose as determined by the teacher or other district employee, and at any other time directed by a district employee. Any device with camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person.

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to purposes related to the student's health. (Education Code 48901.5)

10. Plagiarism or dishonesty on school work or tests

(cf. 5131.9 - Academic Honesty)

(cf. 6162.54 - Test Integrity/Test Preparation)

(cf. 6162.6 - Use of Copyrighted Materials)

Students

BP 5131(c)

11. Inappropriate attire

(cf. 5132 - Dress and Grooming)

12. Tardiness or unexcused absence from school

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

13. Failure to remain on school premises in accordance with school rules

(cf. 5112.5 - Open/Closed Campus)

Employees are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or receive a report of a violation of these standards, to immediately intervene or call for assistance. If an employee believes a matter has not been resolved, he/she shall refer the matter to his/her supervisor or an administrator for further investigation.

<p>Note: When school officials want to search a student or his/her belongings (e.g., backpack, purse, cell phone, computer) as part of an investigation of suspected student misconduct, the legality of the search will depend on whether the search is "reasonable" (<u>New Jersey v. T.L.O.</u>); see BP/AR 5145.12 - Search and Seizure. The "reasonableness" of a search depends on (1) whether there is individualized suspicion that the search will turn up evidence of a student's violation of the law or school rules and (2) whether the search is reasonably related to the objectives of the search and not excessively intrusive in light of the student's age, gender, and/or the nature of the infraction. It is recommended that the district consult with legal counsel as appropriate.</p>
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When a school official suspects that a search of a student or his/her belongings will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with BP/AR 5145.12 - Search and Seizure.

(cf. 5145.12 - Search and Seizure)

When a student uses any prohibited device, or uses a permitted device in any unethical or illegal activity, a district employee may confiscate the device. The employee shall store the item in a secure manner until an appropriate time.

Students who violate district or school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, referral to a student success team or counseling services, or denial of participation in extracurricular or co-curricular activities or other privileges in accordance with Board policy and administrative regulation. The Superintendent or designee shall notify local law enforcement as appropriate.

(cf. 1020 - Youth Services)

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

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 5127 - Graduation Ceremonies and Activities)

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5144 - Discipline)

Students

BP 5131(d)

(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 6020 - Parent Involvement)
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6159.4 - Behavioral Interventions for Special Education Students)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6164.5 - Student Success Teams)
(cf. 6184 - Continuation Education)
(cf. 6185 - Community Day School)

Students also may be subject to discipline, in accordance with law, Board policy, or administrative regulation, for any off-campus conduct during non-school hours which poses a threat or danger to the safety of students, staff, or district property, or substantially disrupts school activities.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination
32280-32289 Comprehensive safety plan
35181 Governing board authority to set policy on responsibilities of students
35291-35291.5 Rules
44807 Duty concerning conduct of students
48900-48925 Suspension and expulsion
51512 Prohibition against electronic listening or recording device in classroom without permission

CIVIL CODE

1714.1 Liability of parents and guardians for willful misconduct of minor

PENAL CODE

288.2 Harmful matter with intent to seduce
313 Harmful matter
417.25-417.27 Laser scope or laser pointer
647 Use of camera or other instrument to invade person's privacy; misdemeanor
653.2 Electronic communication devices, threats to safety

VEHICLE CODE

23123-23124 Prohibitions against use of electronic devices while driving

CODE OF REGULATIONS, TITLE 5

300-307 Duties of students

UNITED STATES CODE, TITLE 42

2000h-2000h6 Title IX, 1972 Education Act Amendments

COURT DECISIONS

J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094
LaVine v. Blaine School District, (2000, 9th Cir.) 257 F.3d 981
Emmett v. Kent School District No. 415, (2000) 92 F.Supp. 1088
Bethel School District No. 403 v. Fraser, (1986) 478 U.S. 675
New Jersey v. T.L.O., (1985) 469 U.S. 325
Tinker v. Des Moines Independent Community School District, (1969) 393 U.S. 503

Students

BP 5131(e)

Management Resources:

CSBA PUBLICATIONS

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

Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Bullying at School, 2003

WEB SITES

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

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

Center for Safe and Responsible Internet Use: <http://cyberbully.org>

National School Boards Association: <http://www.nsba.org>

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

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

(11/08, 3/10) 3/12

Alcohol and Other Drugs

The Governing Board believes that the use of alcohol or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. The Board desires to keep district schools free of alcohol and other drugs in order to help prevent violence, promote school safety and create a well-disciplined environment conducive to learning.

The Superintendent or designee shall develop, implement and evaluate a comprehensive prevention and intervention program that is coordinated with other school and community-based services and programs. The district's program shall be scientifically based and designed to prevent or reduce alcohol or other drug use and the possession and distribution of illegal drugs. It shall include primary prevention activities such as decision-making skills and conflict management, instruction, referral to a rehabilitation program, enforcement/discipline, activities that promote the involvement of parents/guardians and coordination with appropriate community agencies and organizations.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 1020 - Youth Services)

(cf. 4020 - Drug and Alcohol-Free Workplace)

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 6020 - Parent Involvement)

The Board and Superintendent shall agree upon performance measures that will be used to monitor and determine the effectiveness of the district's program in reducing drug and alcohol use. The Superintendent or designee shall develop and implement an evaluation process that includes ongoing assessment and analysis of objective data regarding the incidence of drug and alcohol use among district students, including discipline problems, and the prevalence of risk factors.

The Superintendent or designee shall consult with principals, teachers, other school personnel, students and parents/guardians when developing the district's program.

The Superintendent or designee shall clearly communicate to all students, staff and parents/guardians the district's policies, regulations and school rules related to the use of alcohol and other drugs on school campuses or at school activities. Information about program needs and goals shall be widely distributed in the community.

(cf. 5131.61 - Drug Testing)

(cf. 5131.62 - Tobacco)

(cf. 5131.63 - Steroids)

Students

BP 5131.6(b)

Alcohol and Other Drugs

Staff should encourage students to participate as responsible partners in efforts to maintain a safe, constructive school climate.

(cf. 5137 - Positive School Climate)

Note: Health and Safety Code 11998.1 recommends that each school site have a citizen advisory committee on alcohol and other drug use.

The Board encourages the establishment of site-level advisory groups to assist in promoting alcohol- and drug-free schools.

(cf. 1220 - Citizen Advisory Committees)

The district's drug education program shall augment county drug education services, if any. District staff shall take every opportunity to cooperate with county and county office of education staff in planning and implementing collaborative alcohol and drug prevention programs.

(cf. 1020 - Youth Services)

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

Instruction

The district shall provide science-based preventative instruction which has been proven effective in helping students avoid the use of alcohol and other drugs.

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6143 - Courses of Study)

All instruction and related materials shall consistently state that unlawful use of alcohol or other drugs is wrong and harmful. Instruction shall not include the concept of responsible use of drugs or alcohol when such use is illegal. (20 USC 7114, 7162; Health and Safety Code 11999.2)

Alcohol and Other Drugs

The district shall offer staff development activities for staff who implement the comprehensive drug and alcohol prevention and intervention program.

(cf. 4131 - Staff Development)

Intervention, Referral and Student Assistance Programs

School staff, students and parents/guardians shall be informed about early warning signs which may indicate alcohol and other drug use and about appropriate agencies offering intervention programs, counseling, referral and other student assistance programs.

The Board strongly encourages any student who is using alcohol or drugs to discuss the matter with his/her parent/guardian or with any staff member. Students who disclose their use of alcohol or other drugs when seeking help from an intervention or recovery program shall not be disciplined for such use.

Enforcement/Discipline

The Superintendent or designee shall take appropriate action to eliminate possession, use or sale of alcohol and other drugs and related paraphernalia on school grounds or at school-sponsored activities.

(cf. 5131 - Conduct)

(cf. 5145.11 - Questioning and Apprehension by Law Enforcement)

(cf. 5145.12 - Search and Seizure)

Students possessing, using or selling alcohol or other drugs or related paraphernalia shall be subject to disciplinary procedures including suspension or expulsion and/or referral to law enforcement in accordance with law, Board policy and administrative regulation. In addition, such students may be referred to an appropriate counseling program, transferred to an alternative placement, and/or be restricted from extracurricular activities, including athletics.

(cf. 5144 - Discipline)

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

(cf. 6145 - Extracurricular and Co-curricular Activities)

Legal Reference:

EDUCATION CODE

44049 Known or suspected alcohol or drug abuse by student

44645 In-service training anabolic steroids

48900 Suspension or expulsion (grounds)

48900.5 Suspension, limitation on imposition; exception

48901 Smoking or use of tobacco prohibited

48901.5 Prohibition of electronic signaling devices

48902 Notification of law enforcement authorities; civil or criminal immunity

48909 Narcotics or other hallucinogenic drugs

Students

BP 5131.6(d)

Alcohol and Other Drugs

- 48915 Expulsion; particular circumstances
 - 49602 Confidentiality of pupil information
 - 51202 Instruction in personal and public health and safety
 - 51203 Instruction on alcohol, narcotics and restricted dangerous drugs
 - 51210 Areas of study
 - 51220 Areas of study, grades 7 to 12
 - 51260-51269 Drug education
 - 60041 Instructional materials
 - 60110-60115 Instructional materials on alcohol and drug education
- BUSINESS AND PROFESSIONS CODE**
- 25608 Alcohol on school property; use in connection with instruction
- HEALTH AND SAFETY CODE**
- 11032 Narcotics, restricted dangerous drugs and marijuana
 - 11053-11058 Standards and schedules
 - 11353.6 Juvenile Drug Trafficking and Schoolyard Act
 - 11357 Unauthorized possession of marijuana; possession in school or on school grounds
 - 11361.5 Destruction of arrest or conviction records
 - 11372.7 Drug program fund; uses
 - 11802 Joint school-community alcohol abuse primary education and prevention program
 - 11965-11969 The School-Community Primary Prevention Program
 - 11998-11998.3 Drug and Alcohol Abuse Master Plans
 - 11999-11999.3 Alcohol and drug program funding; no unlawful use
 - 124175-124200 Adolescent family life program
- PENAL CODE**
- 13860-13864 Suppression of drug abuse in schools
- VEHICLE CODE**
- 13202.5 Drug and alcohol related offenses by person under age of 21, but aged 13 or over;
- WELFARE AND INSTITUTIONS CODE**
- 828 Disclosure of information re minors
 - 828.1 Disclosure of criminal records; protection of vulnerable staff & students
- UNITED STATES CODE, TITLE 20**
- 5812 National education goals
 - 7101-7184 Safe and Drug-Free Schools and Communities Act

Students

BP 5131.6(e)

Alcohol and Other Drugs

Management Resources:

WEB SITES

California Department of Education, Alcohol, Tobacco and Other Drug Prevention:

<http://www.cde.ca.gov/ls/he/at>

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

U.S. Department of Education, Office of Safe and Drug Free Schools:

<http://www.ed.gov/about/offices/list/osdfs/index.html>

(10/94 2/96) 7/04

Asthma Management

The Governing Board desires to provide support systems for students with asthma in order to reduce school absences, help ensure that such students receive appropriate intervention if symptoms occur at school, and enable them to participate in the educational program and school activities to the extent possible.

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

(cf. 6142.7 - Physical Education)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

The Superintendent or designee shall involve school nurses, other health professionals, school administrators, and health educators in the development of strategies to help provide a healthy and safe school environment for students with asthma. He/she may also involve school health councils or committees and other interested persons to ensure that the district's strategies are coordinated with other school health programs and practices.

(cf. 1220 - Citizen Advisory Committees)

(cf. 5030 - Student Wellness)

District strategies shall include, but not be limited to, procedures for identifying and addressing individual student needs, providing effective professional development on asthma symptoms and staff responsibilities, and identifying and reducing environmental factors at schools that may trigger and/or worsen asthma symptoms.

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 3514 - Environmental Safety)

(cf. 3514.2 - Integrated Pest Management)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

(cf. 5141 - Health Care and Emergencies)

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

(cf. 5141.24 - Specialized Health Care Services)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

(cf. 5141.3 - Health Examinations)

(cf. 5141.6 - School Health Services)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6159 - Individualized Education Program)

(cf. 6163.2 - Animals at School)

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

Asthma Management

Legal Reference:

EDUCATION CODE

49407 Liability for treatment

49408 Emergency information

49414.5 Providing school personnel with voluntary emergency training

49423-49423.1 Administration of prescribed medication for student

49423.5 Specialized health care services

49426 School nurses

49480 Continuing medication regimen; notice

51880-51921 Comprehensive health education

CODE OF REGULATIONS, TITLE 5

600-611 Administering medication to students

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act of 1974

1400-1482 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 29

794 Rehabilitation Act of 1973, Section 504

UNITED STATES CODE, TITLE 42

280g Children's asthma treatment grant program

Management Resources:

CSBA PUBLICATIONS

Indoor Air Quality: Governing Board Actions for Creating Healthy School Environments, Policy Brief, July 2008

Asthma Management in the Schools, Policy Brief, March 2008

Indoor Air Quality: Governing Board Actions for Creating Healthy School Environments, Policy Brief, July 2008

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH PUBLICATIONS

Asthma Action Plan for Schools and Families, January 2007

Guidelines for the Management of Asthma in California Schools, April 2004

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

Managing Asthma in Schools ? What Have We Learned?, August 2006

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Joint Guidance on the Application of FERPA and HIPAA to Student Health Records, November 2008

U.S. ENVIRONMENTAL PROTECTION AGENCY PUBLICATIONS

Indoor Air Quality Tools for Schools

WEB SITES

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

American Lung Association: <http://www.lungusa.org>

American School Health Association: <http://www.ashaweb.org>

California Asthma Public Health Initiative: <http://caasthma.org>

Students

BP 5141.23(c)

Asthma Management

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

California School Nurses Organization: <http://www.csno.org>

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

National Heart, Lung, and Blood Institute:

<http://www.nhlbi.nih.gov/health/public/lung/index.htm#asthma>

U.S. Environmental Protection Agency (EPA): <http://www.epa.gov/asthma>

3/08

Policy
adopted: 11/13/13

SMJUHSD
Santa Maria, CA

Asthma Management**Identification of Students with Asthma**

The Superintendent or designee shall, upon a student's registration for school and annually thereafter, request parents/guardians to notify the principal or designee, in writing, if their child has been diagnosed with asthma, has recently experienced symptoms or has a history of asthma, and/or is at risk for potentially severe asthma attacks. The request also shall encourage parents/guardians to provide such notification at any time during the school year that their child is so diagnosed.

The Superintendent or designee shall keep a student's medical information in a secure location and maintain the confidentiality of student health records in accordance with law governing student records. A copy of a student's health record shall be provided to the school nurse, if any. In addition, pertinent information from the health record shall be released to other employees whose responsibilities require that they have access to such information in order to provide support services or to respond in an emergency, such as a student's teacher(s), coach(es), bus driver, and any other staff with responsibility for direct supervision of the student.

(cf. 5125 - Student Records)

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

(cf. 5148.3 - Preschool/Early Childhood Education)

Individualized Asthma Management

When a student has been diagnosed with asthma or when such a student registers for school, the Superintendent or designee shall request that the parent/guardian submit an asthma action plan. This plan shall be developed by the student's health care provider, in partnership with the student and his/her parents/guardians, and shall include, but not be limited to, information regarding the student's symptoms and severity, asthma triggers, necessary medications, and the parent/guardian's authorization for the health care provider's disclosure of health information to the district. The Superintendent or designee shall request that the parents/guardians submit an updated plan each school year or whenever there are changes in the student's health condition or treatment.

When a student with asthma has been identified as disabled pursuant to Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act, necessary accommodations and services shall be identified as part of the student's Section 504 services plan or individualized education program (IEP), as appropriate.

(cf. 5141.24 - Specialized Health Care Services)

(cf. 6159 - Individualized Education Program)

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

Students

AR 5141.23(b)

Asthma Management

Any student who needs to take prescribed medication during the school day may be assisted by a school nurse or designated school personnel or allowed to carry and self-administer inhaled asthma medication provided that the district receives written statements from the student's physician and parent/guardian in accordance with Education Code 49423.1 and BP/AR 5141.21 - Administering Medication and Monitoring Health Conditions. Parents/guardians shall be requested to provide quick relief medication to be administered in accordance with the student's asthma action plan.

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

Students shall be encouraged to notify their teacher, physical education teacher, coach, or other staff when they are experiencing difficulty breathing and/or need to alter their physical activity level. A student experiencing symptoms shall be encouraged to use his/her quick relief medication. The student shall be supervised on school grounds by a responsible adult until he/she is no longer experiencing symptoms and/or his/her parent/guardian has been contacted.

(cf. 6142.7 - Physical Education)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

In case of emergency, staff shall call 911 and assist the student in the administration of quick relief medication as authorized in the student's asthma action plan, Section 504 services plan, or IEP. Staff shall contact the student's parent/guardian or other person identified as an emergency contact and shall supervise the student until his/her care has been assumed by a health professional, parent/guardian, or designated emergency contact.

(cf. 5141 - Health Care and Emergencies)

(cf. 5142 - Safety)

Education and Support Services

Asthma management and support systems shall be coordinated by a school nurse, other qualified health professional, or educator who has received appropriate training.

Staff shall be provided professional development which includes information about symptoms and common triggers of asthma, ways to reduce acute symptoms, and emergency response procedures. This professional development may be provided by an outside consultant or organization, a school nurse, other qualified health professional, or educator who has received appropriate training.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

Students

AR 5141.23(c)

Asthma Management

(cf. 4331 - Staff Development)

The Superintendent or designee shall provide each school site with information regarding emergency management of asthma to post in easily accessible locations.

A school nurse or other qualified personnel may provide education to students with asthma using approved curriculum. Upon request by a student or his/her parents/guardians, the Superintendent or designee may provide information about available medical resources, including school-based health services as appropriate.

(cf. 5141.3 - Health Examinations)

(cf. 5141.6 - School Health Services)

Environmental Assessment

The Superintendent or designee may periodically conduct an environmental assessment to identify and reduce the presence of common asthma triggers, including, but not limited to, pesticides, chemical pollutants, mold, and animal and dust mite allergens, in the school environment.

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 3514 - Environmental Safety)

(cf. 3514.2 - Integrated Pest Management)

(cf. 3517 - Facilities Inspection)

(cf. 3530 - Risk Management/Insurance)

(cf. 6163.2 - Animals at School)

The Superintendent or designee shall communicate with each school principal when local health advisories are issued for high ozone days or poor outdoor air quality so that outdoor physical activities may be curtailed as necessary.

(3/08) 3/09

Specialized Health Care Services**Definitions**

Specialized physical health services means those health services prescribed by the student's licensed physician requiring medically related training for the individual who performs the services and which are necessary during the school day to enable the student to attend school. These services include catheterization, gastric tube feeding, suctioning, or other services that require medically related training. (Education Code 49423.5; 5 CCR 3051.12)

Qualified means the ability to demonstrate competence in cardio-pulmonary resuscitation, current knowledge of community emergency medical resources, and skill in the use of equipment and performance of techniques necessary to provide specialized physical health care services for individuals with disabilities. In addition, for designated school personnel, qualified means trained in the procedures to a level of competence and safety which meets the objectives of the training as provided by the school nurse, public health nurse, licensed physician, or other programs which provide the training. (Education Code 49423.5; 5 CCR 3051.12)

Training means preparation in the appropriate delivery and skillful performance of specialized physical health care services. (5 CCR 3051.12)

Supervision means review, observation, and/or instruction of a designated school person's performance and of physical health care services, but does not necessarily require the immediate presence of the supervisor at all times. (5 CCR 3051.12)

Provision of Services

A student with disabilities who requires specialized health care services during the school day, as identified in his/her individualized education program (IEP), may be assisted by any of the following individuals: (Education Code 49423.5, 56345)

1. Qualified persons who possess an appropriate credential pursuant to Education Code 44267 (service credential with specialization in health), Education Code 44267.5 (service credential with specialization in health for school nurse), or a valid certificate of public health nursing issued by the Board of Registered Nursing
2. Qualified designated school personnel trained in the administration of specialized physical health care if they perform those services under the supervision of a credentialed school nurse, public health nurse, or licensed physician and the services are determined by the credentialed school nurse or licensed physician, in consultation with the physician treating the student, to meet all of the following criteria:
 - a. Constitute routine care for the student

Students

AR 5141.24(b)

Specialized Health Care Services

- b. Pose little potential harm for the student
- c. Are performed with predictable outcomes, as defined in the student's IEP
- d. Do not require a nursing assessment, interpretation, or decision making by the designated school personnel

(cf. 6159 - Individualized Education Program)

Specialized health care or other services that require medically related training shall be provided pursuant to Education Code 49423. (Education Code 49423.5)

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

Schools shall provide appropriate accommodations for safety and necessary physical care services. The student's personal privacy and dignity shall be assured. (5 CCR 3051.12)

A qualified school nurse, public health nurse, or licensed physician responsible for supervising the physical health care of students with disabilities in the school setting shall: (5 CCR 3051.12)

1. Coordinate the health care services to the students with disabilities on the school site
2. Consult with appropriate personnel regarding management of health care services for students with disabilities
3. Make appropriate referrals and maintain communication with health agencies providing care to students with disabilities
4. Maintain or review licensed physician and parent/guardian requests and daily documentation records

The licensed physician of a student with disabilities who is required to receive physical health care services shall provide a written statement detailing the procedure and time schedule by which such procedures are to be given. In addition, the student's parent/guardian shall provide a written statement indicating his/her desire that the district assist the student in the matters set forth in the physician's statement and granting consent for the delivery of such services. (5 CCR 3051.12)

For each student with disabilities, the district shall maintain the physician and parent/guardian statements, as well as the specific standardized procedures to be used if the services are

Specialized Health Care Services

provided. The district shall also maintain daily documentation of specific services provided and shall include the signatures of the personnel who performed the procedure. This documentation shall be maintained in accordance with the requirements for confidentiality of student records and shall be classified as mandatory interim student records. (5 CCR 3051.12)

(cf. 5125 - Student Records)

Legal Reference:

EDUCATION CODE

44267 Services credential with specialization in health

44267.5 Services credential with specialization in health for school nurse

49423 Administration of prescribed medication for student

49423.5 Specialized physical health care services

49426 School nurses

56000-56606 Special education programs, especially:

56345 Individualized education program contents

BUSINESS AND PROFESSIONS CODE

2700-2837 Nursing, especially:

2726 Authority not conferred

2727 Exceptions in general

CODE OF REGULATIONS, TITLE 5

3051.12 Health and nursing services

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act of 1974

1400-1482 Individuals with Disabilities Education Act

CODE OF FEDERAL REGULATIONS, TITLE 34

300.1-300.818 Individuals with Disabilities Education Act, especially:

300.34 Related services

COURT DECISIONS

Cedar Rapids Community School District v. Garret F., (1999) 526 U.S. 66

Clovis Unified School District v. Office of Administrative Hearings, (1990) 903 F.2d 635

Taylor v. Honig, (1990) 910 F.2d 627

Management Resources:

WEB SITES

California Department of Education, Health Services and School Nursing:

<http://www.cde.ca.gov/ls/he/hn>

California School Nurses Organization: <http://www.csno.org>

(6/94, 3/07) 11/07

Regulation

approved: 11/13/13

SMJUHSD
Santa Maria, CA

Students

BP 5141.27(a)

Food Allergies/Special Dietary Needs

The Governing Board desires to prevent students' exposure to foods to which they are allergic or intolerant and to provide for prompt and appropriate treatment in the event that a severe allergic reaction occurs at school.

The Superintendent or designee shall develop guidelines for the care of food-allergic students. Such guidelines shall include, but are not limited to, strategies for identifying students at risk for allergic reactions, avoidance measures, education of staff regarding typical symptoms, and actions to be taken in the event of a severe allergic reaction.

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

(cf. 3552 - Summer Meal Program)

(cf. 3554 - Other Food Sales)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

(cf. 5030 - Student Wellness)

(cf. 5141 - Health Care and Emergencies)

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

Parents/guardians shall be responsible for notifying the Superintendent or designee, in writing, regarding any food allergies or other special dietary needs of their child in accordance with administrative regulation.

(cf. 5125 - Student Records)

When a student's food allergy or food intolerance substantially limits one or more major life activities, his/her parents/guardians shall be informed of the district's obligation to evaluate the student to determine if he/she requires accommodations pursuant to Section 504 of the federal Rehabilitation Act. The student shall be evaluated in accordance with law and the procedures specified in AR 6164.6 - Identification and Education Under Section 504. If that process results in the development of a Section 504 plan, the district shall provide the accommodations and/or aids and services identified in the plan.

(cf. 6145 - Extracurricular and Cocurricular Activities)

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

If a student's diet restrictions and needed services are addressed in an individualized education program (IEP), the Superintendent or designee shall ensure compliance with the IEP including any necessary food substitutions.

(cf. 6159 - Individualized Education Program)

Students

BP 5141.27(b)

Food Allergies/Special Dietary Needs

Students shall not be excluded from school activities nor otherwise discriminated against, harassed, intimidated, or bullied because of their food allergy.

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

(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment)

Any complaint of alleged noncompliance with this policy shall be addressed through appropriate district complaint procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 3555 - Nutrition Program Compliance)

The district's food services program may, but is not required to, accommodate individual student preferences or diets that are not supported by a statement from the student's health care provider.

Legal Reference:

EDUCATION CODE

234.1 Prohibition against discrimination, harassment, intimidation, and bullying

49407 Liability for treatment

49408 Emergency information

49414 Emergency epinephrine auto-injectors

49423 Administration of prescribed medication for student

CODE OF REGULATIONS, TITLE 5

600-611 Administering medication to students

15562 Reimbursement for meals, substitutions

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act of 1974

1400-1482 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 29

701-795a Rehabilitation Act, including:

794 Rehabilitation Act of 1973, Section 504

UNITED STATES CODE, TITLE 42

1751-1769h National School Lunch Program

1771-1791 Child nutrition, especially:

1773 School Breakfast Program

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

220.1-220.21 National School Breakfast Program

225.16 Meal programs, individual substitutions

Food Allergies/Special Dietary Needs

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Training Standards for the Administration of Epinephrine Auto-Injectors, December 2004

FOOD ALLERGY RESEARCH AND EDUCATION PUBLICATIONS

School Guidelines for Managing Students with Food Allergies

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Legal and Practical Issues Relating to Accommodating Students with Peanut Allergies, Inquiry and Analysis, April 2009

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

Accommodating Children with Special Dietary Needs in the School Nutrition Programs: Guidance for School Food Service Staff, 2001

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

Dear Colleague Letter and Questions and Answers on ADA Amendments Act of 2008 for Students with Disabilities Attending Public Elementary and Secondary Schools, January 2012

WEB SITES

California Department of Education, Health Services: <http://www.cde.ca.gov/ls/he/hn>

Food Allergy Research and Education: <http://www.foodallergy.org>

National School Boards Association: <http://www.nsba.org>

U.S. Department of Agriculture: <http://www.fns.usda.gov>

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

(3/07) 8/13

Students

AR 5141.27(a)

Food Allergies/Special Dietary Needs

Definitions

Special dietary needs include food intolerances, allergies, and other medical needs that may require avoidance of specific foods.

Food allergies are abnormal responses of the body's immune system to certain foods or ingredients.

Anaphylaxis is a potentially life-threatening hypersensitivity to a substance and may be caused by a food allergy. Symptoms may include shortness of breath, wheezing, difficulty breathing, difficulty talking or swallowing, hives, itching, swelling, shock, or asthma. (Education Code 49414)

Epinephrine auto-injector is a disposable drug delivery system with a spring-activated concealed needle that is designed for emergency administration of epinephrine to persons suffering a potentially fatal reaction to anaphylaxis. (Education Code 49414)

Notification by Parent/Guardian

The parents/guardians of any student who has a known food allergy or other special dietary need shall notify the Superintendent or designee, in writing, and provide written medical documentation, signed by the student's health care provider, that describes the nature of the student's condition, instructions, and necessary medications. If the student's condition requires food substitutions or modifications in school meals, the written statement shall also describe the specific foods to be restricted and the foods that should be substituted.

Health Plan

Upon receiving notice of a student's food allergy or other special dietary need, the Superintendent or designee shall ensure that a written health plan is developed, in consultation with the student's parents/guardians and health provider, to manage the student's needs while at school or at a school-sponsored activity. The plan shall seek to minimize the student's risk of exposure to the allergen and address actions to be taken if exposure occurs.

As appropriate, the plan may include specific food prohibitions and substitutions, an identification of common school rooms where the student may be exposed, staff responsibilities, information and training to be provided to staff, accommodations and services to facilitate the student's participation in the educational program, and medical/emergency protocols.

When a student with a food allergy or other special dietary need has been identified as disabled pursuant to Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act, necessary accommodations and services shall be identified as part of the student's

Students

AR 5141.27(b)

Food Allergies/Special Dietary Needs

Section 504 services plan or individualized education program, as appropriate.

(cf. 5141.24 - Specialized Health Care Services)
(cf. 6159 - Individualized Education Program)
(cf. 6164.6 - Identification and Education Under Section 504)

Prevention Strategies

To minimize students' exposure to foods to which they are allergic, the Superintendent or designee shall, at a minimum, implement the following preventive measures:

1. Notification to District Staff

When notified by the parent/guardian that a student has a food allergy, the Superintendent or designee shall inform the student's principal, teacher(s), bus driver, school nurse, coach, and/or any other personnel responsible for supervising the student.

The principal or designee shall notify substitute staff of the identity of any students with known food allergies and the school's response plan.

(cf. 5125 - Student Records)

2. Food Services

The district's food services program shall make food substitutions in breakfasts, lunches, and after-school snacks when students are considered to have a disability under Section 504 that restricts their diet and when a health care provider has signed a statement of need that includes recommended alternate foods. (7 CFR 210.10, 220.8)

(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 3552 - Summer Meal Program)
(cf. 3554 - Other Food Sales)
(cf. 5030 - Student Wellness)
(cf. 5148.2 - Before/After School Programs)

Substitutions may be made on a case-by-case basis for students who do not have a disability under Section 504 but who cannot consume the regular breakfast, lunch, or after-school snack because of medical or other special dietary needs, when supported by a statement of need signed by a health care provider. (7 CFR 210.10, 220.8, 225.16)

Students

AR 5141.27(c)

Food Allergies/Special Dietary Needs

The district's food services staff shall check food labels or specifications to ensure that foods do not contain traces of substances to which the student is allergic.

Under no circumstances shall food services staff prescribe nutritional requirements or revise a diet order prescribed by a health care provider.

Food substitutions shall not result in any additional cost to the student.

3. Class Parties/School Activities

Without identifying the student, the principal or teacher may notify parents/guardians of other students in the class that a student is allergic to a specific food and may request that certain foods not be provided at class parties or other school events.

Whenever the ingredients in any food served at class parties or other school activities are unknown, the student shall be encouraged to avoid the food.

4. Sanitation and Cleaning

To avoid spreading allergens, cafeteria tables and classroom surfaces shall be cleaned with fresh cloth or disposable paper towels utilizing cleaning products known to effectively remove food proteins, excluding waterless cleaners or instant hand sanitizers that do not involve a wet-wash step. Cross-contact from a sponge or cloth used to clean allergen-containing tabletops shall be avoided.

Staff shall use and promote hand-washing using soap and water before and after food handling.

Students shall be notified that exchanging meals or utensils is prohibited.

5. Professional Development

Schoolwide professional development shall be provided to appropriate staff on the identification and management of food allergies, including avoidance measures, typical symptoms, the proper use of epinephrine auto-injectors, documentation and storage of medication, and emergency drills.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Students

AR 5141.27(d)

Food Allergies/Special Dietary Needs

6. Supervision of Students

When available, staff who are trained and knowledgeable about symptoms of anaphylaxis and actions to take in an emergency shall provide supervision in the classroom and cafeteria, on the playground, and on field trips or other school activities whenever students known to have a food allergy are present.

(cf. 6153 - School-Sponsored Trips)

7. Health Education

The district's health education curriculum may include instruction on food allergies in order to assist food-allergic students in taking responsibility for monitoring their diet and to teach other students about the dangers of sharing foods or utensils with others.

(cf. 6142.8 - Comprehensive Health Education)

Emergency Response

Epinephrine auto-injectors or other medicine provided for use in the event of an anaphylactic shock reaction shall be stored and used in accordance with law and BP/AR 5141.21 - Administering Medication and Monitoring Health Conditions.

(cf. 4119.43 - Universal Precautions)

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

In addition, staff shall call 911 and seek immediate medical attention for a student experiencing an anaphylactic shock reaction.

(cf. 5141 - Health Care and Emergencies)

As soon as possible, school staff shall contact the student's parents/guardians or other person identified as an emergency contact.

When a student with a known allergy will be off school grounds, such as on a field trip, he/she shall be accompanied by a kit containing at least two doses of epinephrine, other medications as noted by the student's health care provider, and, as appropriate, the student's individualized food allergy plan.

(3/07) 8/13

Regulation
Approved: 11/13/13

SMJUHSD
Santa Maria, CA

PUBLIC STATEMENTS

The Governing Board recognizes the responsibility of Board members in their role as community leaders to participate in public discourse on matters of civic or community interest, including those involving the district, and their right to freely express their personal views. However, to ensure communication of a consistent, unified message regarding district issues, Board members are expected to respect the authority of the Board to choose its representatives to communicate its positions and to abide by established protocols.

All public statements authorized to be made on behalf of the Board shall be made by the Board president or, if appropriate, by the Superintendent or other designated representative.

(cf. 2110 - Superintendent Responsibilities and Duties)

(cf. 9121 - President)

(cf. 9200 - Limits of Board Member Authority)

When speaking for the district, the Board encourages its spokespersons to exercise restraint and tact and to communicate the message in a manner that promotes public confidence in the Board's leadership.

Board spokespersons shall not disclose confidential information or information received in closed session except when authorized by a majority of the Board. (Government Code 54963)

(cf. 9005 - Governance Standards)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

When speaking to community groups, members of the public, or the media, individual Board members should recognize that their statements may be perceived as reflecting the views and positions of the Board. Board members have a responsibility to identify personal viewpoints as such and not as the viewpoint of the Board.

(cf. 1100 - Communication with the Public)

(cf. 1112 - Media Relations)

In addition, the Board encourages members who participate on social networking sites, blogs, or other discussion or informational sites to conduct themselves in a respectful, courteous, and professional manner and to model good behavior for district students and the community. Such electronic communications are subject to the same standards and protocols established for other forms of communication, and the disclosure requirements of the California Public Records Act may likewise apply to them.

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

(cf. 1340 - Access to District Records)

(cf. 9012 - Board Member Electronic Communications)

Legal Reference: (see next page)

PUBLIC STATEMENTS

BB 9010(b)

Legal Reference:

EDUCATION CODE

35010 *Control of district; prescription and enforcement of rules*

GOVERNMENT CODE

6250-6270 *California Public Records Act*

54960 *Actions to stop or prevent violation of meeting provisions*

54963 *Confidential information in closed session*

Management Resources:

WEB SITES

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

(9/90, 6/94) 8/13