

NOTE: The CSBA comprehensive index is a standard index system designed to provide a table of contents for this manual while at the same time accommodating future policies/regulations. This manual contains only those Board policies (BP), administrative regulations (AR) and/or exhibits (E) specified in the right-hand column.

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**CONCEPTS AND ROLES**

The Board of Trustees desires to provide a rich, standards-based curriculum that motivates every student to succeed. The Board shall adopt instructional goals and objectives which reflect Coastline Regional Occupational Program (CROP) philosophy and delineate the skills, knowledge and abilities students will need in order to lead successful, productive lives.

In order to offer career technical education (CTE) that enables students to meet these goals, the Board shall establish curriculum priorities and guidelines for the CROP. These priorities shall be based on student needs as determined by labor market demand, demographics, data related to student achievement within CROP, and the recommendations of staff, partner districts, business/industry advisors, parents/guardians, and community members.

State adopted standards of the CTE curriculum will be used in the implementation of instructional programs.

The Superintendent or his/her designee shall establish a curriculum development process which provides for the ongoing development, review, evaluation, and revision of the CROP's curriculum in keeping with these priorities.

The Board shall:

1. Establish expected goals of student achievement
2. Approve the curriculum development process
3. Adopt the CROP curriculum and courses of study to be offered
4. Approve and allocate funds for instructional materials and resources
5. Provide a continuing program of professional development to keep certificated staff and the administration updated about current issues, and research pertaining to curriculum, instructional strategies, and student assessment
6. Review and evaluate the instructional program on the basis of program quality reviews and frequent reports by the Superintendent or his/her designee
7. Serve as program administrator advocate to the community for the career technical programs provided to all students

The Superintendent or his/her designee shall:

1. Review research related to curriculum issues
2. Ensure the articulation of the curriculum between secondary and postsecondary education and the workplace

**CONCEPTS AND ROLES** (continued)

3. Determine the general methods of instruction and assessment to be used
4. Assign instructors and schedule classes for all curricular offerings
5. Approve the purchase of instructional materials and equipment
6. Evaluate and report to the Board on student achievement as demonstrated through completion and placement results and other types of assessment
7. Align curriculum to appropriate academic and Career Technical Education Standards

*Legal Reference:*

EDUCATION CODE  
51000-51007 *Legislative intent, educational program*  
CODE OF REGULATIONS, TITLE 5  
3940 *Maintenance of effort*  
4424 *Comparability of services*  
UNITED STATES CODE, TITLE 20  
6321 *Fiscal requirements/comparability of services*

*Management Resources:*

CSBA PUBLICATIONS  
*Maximizing School Board Leadership: Curriculum, 1996*  
WEB SITES  
CSBA: <http://www.csba.org>  
California Department of Education: <http://www.cde.ca.gov>

**SCHOOL CALENDAR**

Each school calendar shall show the beginning and ending school dates, legal and local holidays, orientation meeting days, number of teaching days, vacation periods, and other pertinent dates.

The Superintendent or his/her designee shall recommend to the Board of Trustees a school calendar that will meet the requirements of the law as well as the needs of the community, students, and personnel. The Coastline Regional Occupational Program (CROP) calendar shall take into consideration the participating districts' recommended beginning and ending dates, holidays and breaks for each year.

Individual classes may start or stop based upon student enrollment, participating school schedules, or other factors that may influence class offerings.

Staff development days shall not be counted as instructional days.

*Legal Reference:*

EDUCATION CODE

37200-37202 School calendar

37220-37223 Holidays

37252-37254.1 Summer school

37300-37307 Year-Round School Demonstration Project

37600-37672 Continuous school programs: year-round schools, especially:

37618 School calendar

37700-37711 Four-day week

41422 Schools not maintained for 175 days

41530-41532 Professional Development Block Grant

46200-46206 Incentives for longer instructional day and year

46300 Method of computing ADA

48980 Notice at beginning of term

REPEALED EDUCATION CODE FOR CATEGORICAL PROGRAMS

44579-44579.6 Instructional Time and Staff Development Reform Program

ELECTIONS CODE

12283 School closures, election days

COURT DECISIONS

*Butt v. State of California*, (1992) 4 Cal 4th 668

PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS

*Davis Joint Unified School District*, (1984) PERB Decision No. 474

*Management Resources:*

WEB SITES

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

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

California Public Employment Relations Board: <http://www.perb.ca.gov>

Secretary of State's Office: <http://www.ss.ca.gov>

**SCHOOL DAY**

The school day shall be arranged and scheduled by the administration so as to offer the greatest return educationally for time spent, within the limitations of school facilities and requirements of state law and regulations. Coastline Regional Occupational Program classes can be held during the morning, afternoon, or evening.

*Legal Reference:*

EDUCATION CODE

- 8970-8974 *Early primary program, including extended-day kindergarten*
- 37202 *Equal time in all schools*
- 37670 *Year-round schools*
- 46010 *Total days of attendance*
- 46100 *Length of school day*
- 46110-46119 *Kindergarten and elementary schools, day of attendance*
- 46140-46147 *Junior high school and high school, day of attendance*
- 46160-46162 *Alternative schedule - junior high and high school*
- 46170 *Continuation schools, minimum day*
- 46180 *Opportunity schools, minimum day*
- 46190-46192 *Adult education classes, day of attendance*
- 46200-46206 *Incentives for longer instructional day and year*
- 48200 *Compulsory attendance for minimum school day*
- 48663 *Community day school, minimum school day*
- 48800-48802 *Concurrent enrollment in community college*
- 51222 *Physical education, instructional minutes*
- 51760-51769.5 *Work experience education*
- 52325 *Regional occupational center, minimum day*

*Management Resources:*

NATIONAL ASSOCIATION FOR SPORT AND PHYSICAL EDUCATION POSITION STATEMENTS

*Recess for Elementary School Students, 2006*

STATE BOARD OF EDUCATION POLICY STATEMENTS

*99-03 Physical Education (PE) Requirements for Block Schedules, July 2006*

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

*Extending Learning Time for Disadvantaged Students, August 1995*

WEST ED PUBLICATIONS

*Full-Day Kindergarten: Expanding Learning Opportunities, Policy Brief, April 2005*

WEB SITES

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

*National Association for Sport and Physical Education: <http://www.aahperd.org/naspe>*

*State Board of Education: <http://www.cde.ca.gov/re/lr/wr/waiverpolicies.asp>*

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

*WestEd: <http://www.wested.org>*

**CEREMONIES AND OBSERVANCES**

The Board of Trustees recognizes the importance of having students observe holidays, celebrate events of cultural or historical significance, and acknowledge the contributions of outstanding individuals in society.

- (cf. 6111 - School Calendar)*
- (cf. 6141.2 - Recognition of Religious Beliefs and Customs)*
- (cf. 6142.94 - History-Social Science Instruction)*
- (cf. 6142.3 - Civic Education)*
- (cf. 6142.4 - Learning Through Community Service)*

*Legal Reference:*

EDUCATION CODE

37220-37223 Saturdays and holidays

44015.1 Week of the School Administrator

45203 Paid holidays

45460 Classified Employee Week

52720 Daily performance of patriotic exercises in public schools

52730 Patriotic exercises, daily instruction

GOVERNMENT CODE

430-439 Display of flags

3540-3549.3 Meeting and negotiating

UNITED STATES CODE, TITLE 4

6 Time and occasion for display of flag

7 Position and manner of display of flag

UNITED STATES CODE, TITLE 36

106 Note Constitution Day and Citizenship Day

COURT DECISIONS

West Virginia State Board of Education et al v. Barnette et al, 319 U.S. 624 (1943)

*Management Resources:*

CSBA PUBLICATIONS

*Constitution Day: New Mandate for Districts Receiving Federal Funds*, CSBA Advisory, August 2005

FEDERAL REGISTER

70 Fed. Reg. 29727 Constitution Day and Citizenship Day (2005)

WEB SITES

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

California Department of Education, History/Social Science Instructional Materials:

<http://www.cde.ca.gov/ci/hs/im>

**CEREMONIES AND OBSERVANCES**

**Holidays**

Coastline Regional Occupational Program (CROP) schools shall be closed on the following holidays: (Education Code 37220)

New Year's Day	January 1
Dr. Martin Luther King Jr. Day	Third Monday in January or the Monday or Friday of the week in which January 15 occurs
Lincoln Day	The Monday or Friday of the week in which February 12 occurs
Washington Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving Day	The Thursday in November designated by the President
Christmas Day	December 25

*(cf. 6141.2 - Recognition of Religious Beliefs and Customs)*

Holidays which fall on a Sunday shall be observed the following Monday. Holidays which fall on a Saturday shall be observed the preceding Friday. If any of the above holidays occurs under federal law on a date different from that indicated above, the Board of Trustees may close the schools on the date recognized by federal law instead of on the date above. (Education Code 37220)

*(cf. 6111 - School Calendar)*

**Display of Flag**

The flag of the United States and the flag of California shall be displayed during business hours at the entrance on or near CROP office. At all times, the national flag shall be placed in the position of first honor. (Government Code 431, 436; 4 USC 6)

**CEREMONIES AND OBSERVANCES** (continued)

When displayed on a building or on a flagstaff in the open, the national flag shall be displayed only from sunrise to sunset unless properly illuminated during the hours of darkness. The flag should not be displayed during inclement weather unless an all-weather flag is used. (4 USC 6)

The national flag shall fly at half-staff on the following occasions: (4 USC 7)

1. For 30 days from the death of the President or a former President
2. For 10 days from the death of the Vice President, the Chief Justice or a retired Chief Justice, or the Speaker of the House of Representatives
3. From the day of death until interment of an Associate Justice of the Supreme Court, a secretary of an executive or military department, former Vice President, or the Governor of a state
4. On the day of death and the following day for a Member of Congress
5. On Memorial Day, until noon only
6. On Peace Officers Memorial Day (May 15), unless it falls on Armed Forces Day
7. Upon a proclamation from the Governor in the event of the death of a present or former official of the state government or a member of the Armed Forces from the state who has died while serving on active duty
8. On other occasions by order of the President and in accordance with presidential instructions or orders



**CURRICULUM DEVELOPMENT AND EVALUATION**

The Coastline Regional Occupational Program (CROP) curriculum shall be aligned with CROP's vision and goals for student learning, Board policies, CTE standards, improvement plans, and, when necessary, related legal requirements.

- (cf. 0000 - Vision)*
- (cf. 0200 - Goals for the School District)*
- (cf. 0420 - School Plans/Site Councils)*
- (cf. 0420.1 - School-Based Program Coordination)*
- (cf. 0520.2 - Title I Program Improvement Schools)*
- (cf. 0520.3 - Title I Program Improvement Districts)*
- (cf. 0520.4 - Quality Education Investment Schools)*
- (cf. 6011 - Academic Standards)*
- (cf. 6146.1 - High School Graduation Requirements)*
- (cf. 6162.5 - Student Assessment)*
- (cf. 6162.51 - Standardized Testing and Reporting Program)*
- (cf. 6162.52 - High School Exit Examination)*
- (cf. 6171 - Title I Programs)*
- (cf. 9310 - Board Policies)*

The Superintendent or his/her designee shall establish a process for curriculum development, selection, and/or adaptation which utilizes the professional expertise of teachers, administrators, and representatives of local businesses.

- (cf. 1220 - Citizen Advisory Committees)*
- (cf. 1700 - Relations Between Private Industry and the Schools)*

The selection and evaluation of instructional materials shall be coordinated with the curriculum development and evaluation process.

- (cf. 1312.2 - Complaints Concerning Instructional Materials)*
- (cf. 6161.1 - Selection and Evaluation of Instructional Materials)*
- (cf. 6161.11 - Supplementary Instructional Materials)*
- (cf. 6163.1 - Library Media Centers)*

The Superintendent or his/her designee shall establish a review cycle for regularly evaluating CROP's curriculum in order to ensure continued alignment with state and CROP's goals for student achievement. At a minimum, these reviews shall be conducted whenever the State Board of Education adopts new or revised content standards or the curriculum framework for a particular subject or when new law requires a change or addition to the curriculum.

*Legal Reference: (see next page)*

**CURRICULUM DEVELOPMENT AND EVALUATION** (continued)

*Legal Reference:*

EDUCATION CODE

221.5 Equal opportunity

35160 Authority of governing boards

35160.1 Broad authority of school districts

51050-51057 Enforcement of courses of study

51200-51263 Required courses of study

51500-51540 Prohibited instruction

51720-51879.9 Authorized classes and courses of instruction

60000-60424 Instructional materials

GOVERNMENT CODE

3543.2 Scope of representation

CODE OF REGULATIONS, TITLE 5

4000-4091 School improvement programs

4400-4426 Improvement of elementary and secondary education

*Management Resources:*

CSBA PUBLICATIONS

*Maximizing School Board Leadership: Curriculum, 1996*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*Content Standards for California Public Schools: Kindergarten Through Grade 12*

*Curriculum Frameworks for California Public Schools: Kindergarten Through Grade 12*

WEB SITES

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

Association for Supervision and Curriculum Development: <http://www.ascd.org>

Association of California School Administrators: <http://www.acsa.org>

California Association for Supervision and Curriculum Development: <http://www.cascd.org>

California Department of Education, Curriculum and Instruction: <http://www.cde.ca.gov/ci>

**RECOGNITION OF RELIGIOUS BELIEFS AND CUSTOMS**

The Board of Trustees recognizes that students' education would be incomplete without an understanding of the role of religion in society. As appropriate for a particular course, teachers may objectively discuss the influences of various religions, using religious works and symbols to illustrate their relationship with culture, literature or the arts. The Board expects that such instruction will identify principles common to all religions and foster respect for the diversity of religions and customs in the world.

*(cf. 6143 - Courses of Study)*

In order to respect each student's individual right to freedom of religious practice, religious indoctrination is clearly forbidden in the public schools. Instruction about religion shall not promote or denigrate the beliefs or customs of any particular religion or sect, nor should a preference be shown for one religious viewpoint over another. Staff members shall be highly sensitive to their obligation not to interfere with the religious development of any student in whatever tradition the student embraces.

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

*(cf. 1330 - Use of School Facilities)*

*(cf. 1325 - Advertising and Promotion)*

*(cf. 5113 - Absences and Excuses)*

*(cf. 6145.5 - Student Organizations and Equal Access)*

Staff shall not endorse, encourage or solicit religious or anti-religious expression or activities among students during class time. As part of their official duties, staff shall not lead students in prayer or other religious activities. However, staff shall not prohibit or discourage any student from praying or otherwise expressing his/her religious belief as long as this does not disrupt the classroom.

*(cf. 5127 - Graduation Ceremony and Activities)*

Students may express their beliefs about religion in their homework, artwork and other class work if the expression is germane to the assignment. Such work shall be judged by ordinary academic standards.

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

*(cf. 5145.2 - Freedom of Speech/Expression)*

*(cf. 6144 - Controversial Issues)*

*(cf. 6154 - Homework/Make-up Work)*

While teaching about religious holidays is a permissible part of the educational program, celebrating religious holidays is not allowed in the public schools. School-sponsored programs shall not be, nor have the effect of being, religiously oriented or a religious celebration. School and classroom decorations may express seasonal themes that are not religious in nature.

**RECOGNITION OF RELIGIOUS BELIEFS AND CUSTOMS** (continued)

Music, art, literature or drama programs having religious themes are permitted as part of the curriculum for school-sponsored activities and programs if presented in an objective manner and as a traditional part of the cultural and religious heritage. The use of religious symbols that are part of a religious holiday is permitted as a teaching aid or resource provided that such symbols are displayed as an example of cultural and religious heritage of the holiday and are temporary in nature.

*Legal Reference:*

EDUCATION CODE

38130-38138 Civic Center Act

46014 Absences for religious purposes

51511 Religious matters properly included in courses of study

51938 Right of parent/guardian to excuse from sexual health instruction

UNITED STATES CODE, TITLE 20

4071-4074 Equal Access Act

6061 School prayer

7904 School prayer

COURT DECISIONS

Lassonde v. Pleasanton Unified School District, (2003, 9<sup>th</sup> Cir.) 320 F.3d 979

Cole v. Oroville Union High School District, (2000, 9<sup>th</sup> Cir.) 228 F.3d 1092

Lemon v. Kurtzman, (1971) 403 U.S. 602

*Management Resources:*

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools, February 2003

Religion in the Public Schools: A Joint Statement of Current Law, April 1995

WEB SITES

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

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

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

**COURSES OF STUDY**

The Board of Trustees recognizes that a well-aligned sequence of courses fosters students' progress and provides for the best possible use of instructional time. The Coastline Regional Occupational Program (CROP) course of study shall provide students with opportunities to attain the skills, knowledge, and abilities they need to be successful in school, college, and/or the workplace.

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

The Superintendent or his/her designee shall establish processes for ensuring the articulation of courses within the CROP and, as necessary, shall work with representatives of appropriate postsecondary institutions to ensure articulation of courses.

The sequence of courses shall be designed to ensure that each course provides adequate preparation for the next course in the sequence.

The Superintendent or his/her designee shall develop a process by which courses are submitted to the University of California (UC) for review and certification in order to meet university admission criteria. He/she shall maintain an accurate list of all current courses that have been so certified and shall ensure that the list is readily available. (Education Code 66204)

*Legal Reference: (see next page)*

## **COURSES OF STUDY (continued)**

### *Legal Reference:*

#### EDUCATION CODE

33319.3 *Driver education; CDE materials on road rage*  
33540 *Government and civics instruction in interaction with government agencies*  
48980 *Parental notifications*  
51202 *Instruction in personal and public health and safety*  
51203 *Instruction on alcohol, narcotics and restricted dangerous drugs*  
51204 *Course of study designed for student's needs*  
51204.5 *Social science instruction; history of California; contributions of various groups*  
51210-51212 *Course of study for grades 1-6*  
51220-51229 *Course of study for grades 7-12*  
51241 *Exemption from physical education*  
51911-51921 *Comprehensive health education*  
51930-51939 *Comprehensive sexual health and HIV/AIDS prevention instruction*  
51940 *Curriculum for brain and spinal cord injury prevention*  
53278-53280 *Supplemental School Counseling Program*  
60040-60052 *Requirements for instructional materials*  
66204 *Certification of high school courses as meeting university admission criteria*

#### HEALTH AND SAFETY CODE

11032 *Definition of dangerous drugs*

#### CODE OF REGULATIONS, TITLE 5

10020-10049 *Automobile driver education and training*

10060 *Physical education program*

#### UNITED STATES CODE, TITLE 20

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

### *Management Resources:*

#### WEB SITES

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

California Career Resource Network: <http://www.californiacareers.info>

California Colleges.edu: <http://www.californiacolleges.edu>

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

California State University, Admission Requirements: [http://www.csumentor.edu/planning/high\\_school](http://www.csumentor.edu/planning/high_school)

University of California, a-g Course Submissions: [http://www.ucop.edu/a-gGuide/ag/course\\_submissions](http://www.ucop.edu/a-gGuide/ag/course_submissions)

University of California, List of Approved a-g

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

**CONTROVERSIAL ISSUES**

The Board of Trustees believes that students should have opportunities to discuss controversial issues which have political, social or economic significance and which the students are mature enough to investigate and address. The study of a controversial issue should help students learn how to gather and organize pertinent facts, discriminate between fact and fiction, draw intelligent conclusions and respect the opinions of others.

The Board expects teachers to exercise caution and discretion when deciding whether or not a particular issue is suitable for study or discussion in any particular class. Teachers should not spend class time on any topic which they feel is not suitable for the class or related to the established course of study.

The Board also expects teachers to ensure that all sides of a controversial issue are impartially presented, with adequate and appropriate factual information. Without promoting any partisan point of view, the teacher should help students separate fact from opinion and warn them against drawing conclusions from insufficient data. The teacher shall not suppress any student's view on the issue as long as its expression is not malicious or abusive toward others.

Teachers sponsoring guest speakers shall either ask them not to use their position or influence on students to forward their own religious, political, economic or social views or shall take active steps to neutralize whatever bias has been presented.

*(cf. 1312.1 - Complaints Concerning District Employees)*  
*(cf. 1312.2 - Complaints Concerning Instructional Materials)*  
*(cf. 5145.2 - Freedom of Speech/Expression)*

*Legal Reference:*

- EDUCATION CODE**
- 51510 Prohibited study or supplemental materials*
- 51511 Religious matters properly included in courses of study*
- 51530 Prohibition and definition re advocating or teaching communism with intent to indoctrinate*
- 51933 Sex education courses*
- 60040 Portrayal of cultural and racial diversity*
- 60044 Prohibited instructional materials*
- 60045 Required to be accurate, objective, current, and suited to needs and comprehension at respective grade levels*

**EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES**

The Board of Trustees recognizes that extracurricular and co-curricular activities enrich the educational and social development and experiences of students. Coastline Regional Occupational Program (CROP) shall encourage and support student participation in extracurricular and co-curricular activities without compromising the integrity and purpose of the educational program.

*(cf.1330 - Use of School Facilities)*

No extracurricular or co-curricular program or activity shall be provided or conducted separately on the basis of any actual or perceived characteristic listed as a prohibited category of discrimination in state or federal law, nor shall any student's participation in an extracurricular or co-curricular activity be required or refused on those basis. Prerequisites for student participation in extracurricular and co-curricular activities shall be limited to those that have been demonstrated to be essential to the success of the activity. (5 CCR 4925)

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

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

Any complaint alleging unlawful discrimination in the CROP's extracurricular or co-curricular programs or activities shall be filed in accordance with BP/AR 1312.3 - Uniform Complaint Procedures.

*(cf. 1312.3 Uniform Complaint Procedures)*

Unless specifically authorized by law, no fee shall be charged to high school students for participation in extracurricular and co-curricular activities related to the educational program including materials or equipment related to the activity.

*(cf. 3260 - Fees and Charges)*

*(cf. 3452 - Student Activity Funds)*

**Eligibility to Represent the School**

All students elected to student office in clubs or national youth groups shall adhere to the appropriate club or group code of conduct. Only students who are in good standing with positive attendance and academic achievement shall be allowed to represent fellow students and the CROP. The time period for a student elected to represent fellow students shall not exceed twelve calendar months, except when approved by the Board.



## **EXTRACURRICULAR AND COCURRICULAR ACTIVITIES (continued)**

### **Supervision**

Extra/co-curricular activities shall be supervised by CROP employees whenever they are conducted under the name of the CROP.

#### *Legal Reference:*

##### EDUCATION CODE

35145 *Public meetings*

35160.5 *District policy rules and regulations; requirements; matters subject to regulation*

35179 *Interscholastic athletics; associations or consortia*

35181 *Students' responsibilities*

48850 *Participation of foster youth in extracurricular activities and interscholastic sports*

48930-48938 *Student organizations*

49024 *Activity Supervisor Clearance Certificate*

49700-49704 *Education of children of military families*

##### CALIFORNIA CONSTITUTION

*Article 9, Section 5 Common school system*

##### CODE OF REGULATIONS, TITLE 5

350 *Fees not permitted*

4900-4965 *Nondiscrimination in elementary and secondary education programs receiving state financial assistance*

5531 *Supervision of extracurricular activities of pupils*

##### UNITED STATES CODE, TITLE 42

2000h-2-2000h-6 *Title IX, 1972 Education Act Amendments*

##### COURT DECISIONS

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

#### *Management Resources:*

##### CSBA PUBLICATIONS

*Student Fees Litigation Update*, ELA Advisory, May 20, 2011

##### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*Pupil Fees, Deposits, or Other Charges*, Fiscal Management Advisory 11-01, November 9, 2011

##### CALIFORNIA TASK FORCE REPORT TO THE LEGISLATURE

*Compact on Educational Opportunity for Military Children: Preliminary Final Report*, March 2009

##### COMMISSION ON TEACHER CREDENTIALING CODED CORRESPONDENCE

10-11 *Information on Assembly Bill 346 Concerning the Activity Supervisor Clearance Certificate (ASCC)*, July 20, 2010

##### WEB SITES

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

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

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

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

**ORGANIZATIONS/ASSOCIATIONS****Student Organizations**

The Board of Trustees shall recognize and encourage the formation of student organizations established and operated according to the provisions of the Education Code. Such student organizations and their accompanying activity programs are considered vital to the educational program because, when properly organized and operated, they:

1. Extend and reinforce the instructional program
2. Give students practice in democratic self-government
3. Build student morale and spirit of positive support for the Coastline Regional Occupational Program (CROP) and school
4. Honor outstanding student achievement
5. Provide wholesome social and recreational activities

Student activities shall be organized and planned to supplement not supplant the activities of the course.

The following criteria shall be utilized to guide the professional staff and students in organizations:

1. Clubs and national youth groups will be recognized as an authorized CROP organization if they are organized by the CROP, sponsored by CROP personnel, composed completely of current student body members, hold the majority of their meetings at school, have a democratic plan for the selection of members, establish aims which are educational, of CROP and school interest or community interest, and meet all those conditions hereinafter set forth for recognized CROP sponsored organizations.
2. Secret Societies: Membership in secret fraternities, sororities, and clubs is prohibited throughout the CROP. The Superintendent is authorized to develop procedures concerning disciplinary action to be taken for violation of this policy.

Non-School Clubs: All other clubs of a non-secret nature, whose membership is composed for the most part of students from one school, that are sponsored by other than CROP personnel, that meet outside school hours at places other than at school, and whose aims are other than educational, of school or CROP interest, or community interest, are considered to be non-school clubs and beyond the jurisdiction of CROP authorities. These non-school groups are prohibited from conducting activities on CROP property or at CROP sponsored activities.

**ORGANIZATIONS/ASSOCIATIONS** (continued)

Activities contrary to the best interest of the CROP and those reflecting negatively on the reputation of the CROP are prohibited, including the following:

1. Initiation and hazing on the school or CROP grounds or at school or CROP sponsored events
2. Indulging in group functions that violate city laws or county ordinances

Non-school clubs may become recognized CROP sponsored clubs by conforming to the criteria for CROP clubs.

**Prohibited Fund-Raising Activities**

Lottery, Games of Chance: The Penal Code prohibits Lottery, Games of Chance and other forms of gambling. Penal Code 326.5 states that even Bingo must be licensed to an adult group, thereby prohibiting student body organizations from being involved in this activity.

*Legal Reference: (see next page)*

## STUDENT ORGANIZATIONS AND EQUAL ACCESS (continued)

*Legal Reference:*

EDUCATION CODE

52 Designation of secondary schools

53 Designation of high schools

200-262.3 Prohibition of discrimination on the basis of sex

38130-38138 Civic Center Act

48900 Hazing

48907 Student exercise of free expression

48930-48938 Student organizations

48950 Freedom of speech

49020-49023 Athletic programs

PENAL CODE

627-627.10 Access to school premises

CODE OF REGULATIONS, TITLE 5

2 Definitions

5531 Supervision of extracurricular activities of students

UNITED STATES CODE, TITLE 20

4071-4074 Equal Access Act

7904 School prayer

7905 Boy Scouts equal access

UNITED STATES CODE, TITLE 36

20101-240112 Patriotic organizations

COURT DECISIONS

*Prince v. Jacoby*, (2001) 303 F.3d 1074

*Culbertson et al. v. Oakridge School District*, (2002) 258 F.3d 1061

*Good News Club et al. v. Milford Central School*, (2001) 121 S.Ct. 2093

*Ceniceros v. Board of Trustees of the San Diego Unified School District*, (1997) 106 F.3d 878

*Board of Education of Westside Community School District v. Mergens By and Through Mergens*  
(1989, 8th Cir.) 867 F.2d 1076

*Perumal et al v. Saddleback Valley Unified School District*, (1988) 198 Cal. App. 3d 64

*Student Coalition for Peace v. Lower Merion School District Board of Directors*, (1985) 776 F.2d. 431

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

*Management Resources:*

WEB SITES

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

**ORGANIZATIONS/ASSOCIATIONS**

**Student Organizations**

Guidelines developed, related to student organizations for the Coastline Regional Occupational Program (CROP) include the following:

**Career Technical Student Organization Advisors**

A career technical student organization advisor (CTSO advisor) is defined as:

1. An CROP teacher who has organized a group of at least five students and submitted the necessary application and dues in order to become a recognized active CTSO chapter.
2. An CROP teacher designated as the Lead CROP Advisor by the Assistant Superintendent if the CROP chapter is hosted by the CROP.

The Lead CROP Advisor is responsible for:

- Fund raising
- Travel arrangements
- Supervision of students when traveling and during sponsored activities

**Career Technical Student Organizations' Advisory Stipend**

Career Technical Student Organization Advisors may be eligible for a stipend at the end of the school year based on meeting all of the following criteria:

- An active CTSO chapter was maintained and the charter provided to the Assistant Superintendent.
- Chapter meetings and activities were conducted regularly during non-teaching hours.
- Chapter members attended and participated in regional, state, or national competitions held on non-teaching days or after school hours.
- Advisor attended local CTSO advisor meetings when available.

Advisors are required to submit an activity report to the Assistant Superintendent no later than June 1 for the preceding year for compensation.

**ORGANIZATIONS/ASSOCIATIONS (continued)**

**Career Technical Student Organization Conferences**

1. Career technical student organization conferences sponsored by the California Department of Education are approvable activities.
2. Conference attendance must be submitted by the advisor for approval in accordance with the field trip procedures.
3. Member of the organization may conduct approved fund raising activities to help defray the costs of attendance at those conferences. The fund raising activities must be in accordance with the CROP's policy where the organization is located.
4. No individual or group shall initiate any fund raising activity without first obtaining permission from the Assistant Superintendent. All activities shall be under the supervision of the Advisor to the student organization.

**CLASS SIZE**

The Board of Trustees recognized that in order to provide a valuable education to students of Coastline Regional Occupational Program (CROP), class sizes should be maintained at levels which are conducive to the most effective use of CROP teaching personnel and the practice of valuable teaching methods for the benefit of the students.

The Superintendent will, to the extent that budgetary resources permit, establish both upper and lower class size limits appropriate for the subject taught and conducive to the effective use of instructional facilities and materials and the consideration of safety issues.

*Legal Reference:*

EDUCATION CODE

17042 Rules for determining area of adequate school construction; exceptions

17042.7 Formula for calculation

33050 Nonwaivable provisions

35160 Authority of the board

41375 Legislative intent encouraging reduction in class size

41376 Minimum class size standards

41378 Apportionments and allowances, kindergarten classes

42280 Necessary small schools

46205 Computation for early-late programs

51225.3 Graduation requirements

52080-52090 Morgan-Hart Class Size Reduction Act

52120-52128.5 Class Size Reduction program

GOVERNMENT CODE

3543.2 Scope of representation

CODE OF REGULATIONS, TITLE 5

15103 Definitions

15130-15133 Class size reduction program K-3

15140-15141 Class size reduction in two courses in grade 9

*Management Resources:*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Frequently Asked Questions, K-3 Class Size Reduction Program, revised July 2005

WEB SITES

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

California Department of Education, class size reduction: <http://www.cde.ca.gov/ls/cs/>

**SCHOOL-SPONSORED TRIPS**

The Board of Trustees recognizes that school-sponsored trips are an important component of a student's development and supplement and enrich the classroom learning experience. School-sponsored trips may be conducted in connection with the Coastline Regional Occupational Program (CROP) course of study.

*(cf. 6143 - Courses of Study)*

*(cf. 6145 - Extracurricular and Cocurricular Activities)*

*(cf. 6145.2 - Athletic Competition)*

Requests for school-sponsored trips involving out-of-state, out-of-country, or overnight travel shall be submitted to the Superintendent or his/her designee. The Superintendent or his/her designee shall review the request and make a recommendation to the Board as to whether the request should be approved by the Board. All other school-sponsored trips shall be approved in advance by the program administrator. Aforementioned field trips are to be approved in advance by the CROP Board and/or the Board of the district sponsoring the field trip.

*(cf. 3312.2 - Educational Travel Program Contracts)*

The Superintendent or his/her designee shall establish a process for approving a staff member's request to conduct a school-sponsored trip. When planning trips, staff shall consider student safety, instructional objectives, the most effective use of instructional time, the distance from school, CROP and student expense, and transportation and supervision requirements. Superintendent or his/her designee may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.

*(cf. 3530 - Risk Management/Insurance)*

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

*(cf. 5142 - Safety)*

*(cf. 5143 - Insurance)*

*(cf. 5144 - Discipline)*

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

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

*(cf. 1230 - School-Connected Organizations)*

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

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

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

*Legal Reference: (see next page)*



**SCHOOL-SPONSORED TRIPS** (continued)

*Legal Reference:*

EDUCATION CODE

- 8760 Authorization of outdoor science and conservation programs*
- 32040-32044 First aid equipment: field trips*
- 35330 Excursions and field trips*
- 35331 Provision for medical or hospital service for pupils (on field trips)*
- 35332 Transportation by chartered airline*
- 35350 Transportation of students*
- 44808 Liability when pupils not on school property*
- 48908 Duties of pupils; authority of teachers*

BUSINESS AND PROFESSIONS CODE

- 17540 Travel promoters*
- 17550-17550.9 Sellers of travel*
- 17552-17556.5 Educational travel organizations*

*Management Resources:*

WEB SITES

- American Red Cross: <http://www.redcross.org>*
- California Association of Directors of Activities: <http://www.cada1.org>*
- U.S. Department of Homeland Security: <http://www.dhs.gov>*

**SCHOOL-SPONSORED TRIPS****Supervision**

Students on school-sponsored trips are under the jurisdiction of the Coastline Regional Occupational Program (CROP) and shall be subject to CROP rules and regulations.

*(cf. 5131 - Conduct)*

*(cf. 5131.1 - Bus Conduct)*

*(cf. 5144 - Discipline)*

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

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

**Parent/Guardian Permission**

Before a student can participate in a school-sponsored trip, the teacher shall obtain parent/guardian permission for the trip. Whenever a trip involves water activities, the parent/guardian shall provide specific permission for his/her child to participate in the water activities. The CROP shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip.

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

**Safety Issues**

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

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

2. If the Superintendent or his/her designee receives threat level warnings from the Homeland Security Advisory System pertaining to the destination of a school-sponsored trip, he/she shall implement precautions necessary to protect the safety of students and staff.

**SCHOOL-SPONSORED TRIPS** (continued)

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 3516 - Emergencies and Disaster Preparedness Plan)*

3. Lifeguards are required for all swimming activities. If the activity is at a private pool, the owner of the pool shall provide a certificate of insurance, designating the CROP as an additional insured, for not less than \$500,000 in liability coverage. Staff shall determine supervisory responsibilities for all chaperones.

*(cf. 3530 - Risk Management/Insurance)*

*(cf. 5141.7 - Sun Safety)*

4. Before trips of more than one day, the Superintendent or his/her designee may hold a meeting for staff, chaperones, parents/guardians, and students to discuss safety and the importance of safety-related rules for the trip.

*(cf. 5142 - Safety)*

**MAKEUP WORK**

**Makeup Work**

Students who miss school work because of an excused absence shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time. (Education Code 48205)

*(cf. 5113 - Absences and Excuses)*

*Legal Reference:*

EDUCATION CODE

48205 Absences for personal reasons

48913 Completion of work missed by suspended student

48980 Parental notifications

58700-58702 Tutoring and homework assistance program; summer school apportionment credit

*Management Resources:*

SBE POLICIES

*Parent Involvement in the Education of Their Children, 1994*

*Policy Statement on Homework, 1995*

**EQUIPMENT, BOOKS AND MATERIALS**

The Board of Trustees recognizes that student learning is enhanced when students have access to high-quality textbooks, equipment and other instructional materials for each of the subjects they are studying. To adequately support the Board-approved curriculum, instructional materials also should be up to date.

The Superintendent or his/her designee shall develop procedures for determining the sufficiency of Coastline Regional Occupational Program instructional materials in providing accurate, current information and ensuring that students have access to standards-based materials.

- (cf. 0440 - District Technology Plan)*
- (cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)*
- (cf. 6141 - Curriculum Development and Evaluation)*
- (cf. 6161.1 - Selection and Evaluation of Instructional Materials)*
- (cf. 6163.1 - Library Media Centers)*

*Legal Reference:*

EDUCATION CODE

60010 Definitions

60040-60047 Instructional requirements and materials

60119 Public hearing on sufficiency of materials

60200-60206 Elementary school materials

60240-60252 State Instructional Materials Fund

60400-60411 High school textbooks

60420-60424 Instructional Materials Funding Realignment Program

CALIFORNIA CODE OF REGULATIONS, TITLE 5

9505-9550 Instructional materials

9531-9532 Instructional Materials Funding Realignment Program

*Management Resources:*

WEB SITES

CDE, Curriculum Frameworks and Instructional Resources Division: <http://www.cde.ca.gov/cfir>

**SUPPLEMENTARY INSTRUCTIONAL MATERIALS**

The Board of Trustees encourages teachers to use supplementary instructional materials which are relevant to curriculum objectives and compatible with Coastline Regional Occupational Program (CROP) goals and objectives. By using such materials, teachers can introduce content and instructional strategies that enrich the curriculum, enhance learning, help students make critical judgments, and stimulate their intellectual growth.

Teachers shall carefully preview all supplementary instructional materials in order to ensure that, in their professional judgment, the materials are:

1. Directly related to the course of study in which they are being used
2. Appropriate for students' ages and maturity levels

Supplementary instructional materials must also be consistent with criteria developed for the selection and evaluation of other instructional materials. If the teacher believes that the materials may be in conflict with CROP criteria, the teacher shall confer with the Superintendent or his/her designee before using them.

*(cf. 6161.1 - Selection and Evaluation of Instructional Materials)*

When using supplementary materials, teachers shall provide appropriate introductory and follow-up activities. In addition, teachers shall ensure that supplementary materials do not supplant the use of basic texts or teaching activities.

All materials must be used within legal copyright limits.

*(cf. 6162.6 - Use of Copyrighted Materials)*

**Films**

When a teacher desires to show a film, the teacher shall preview the film to determine whether in his/her professional judgment it is consistent with district criteria for the selection of instructional materials. All films must be appropriate for the curriculum and the students' ages.

If the teacher has any questions about how established CROP criteria apply to the film, he/she shall confer with the Assistant Superintendent or designee before showing the film.

*(cf. 6141.2 - Recognition of Religious Beliefs and Customs)*

*(cf. 6142.1 - Family Life/Sex Education)*

*(cf. 6144 - Controversial Issues)*

*Legal Reference: (see next page)*

**SUPPLEMENTARY INSTRUCTIONAL MATERIALS (continued)**

*Legal Reference:*

EDUCATION CODE

233.5 *Duty regarding instruction in morals, manners, and citizenship*

18111 *Exclusion of books by governing board*

51510 *Prohibited study or supplemental materials*

51511 *Religious matters properly included*

51933 *Sex education materials*

60010 *Definitions*

60050 *Social content review of instructional materials*

60060-60062 *Requirements of publishers*

60200.7 *Suspension of state instructional materials adoptions*

60226 *Learner verification of instructional materials*

60242 *Uses of instructional materials funds*

60400 *Adoption of high school instructional materials*

60605.8 *Common Core Standards*

60605.86-60605.88 *Supplemental instructional materials aligned with Common Core Standards*

60811.3 *English language development standards*

COURT DECISIONS

McCarthy v. Fletcher, (1989) 207 Cal. App. 3d 130

Fowler v. Board of Education of Lincoln County, (1978) 819 F.2d 657

*Management Resources:*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Standards for Evaluating Instructional Materials for Social Content, 2000

WEB SITES

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

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

**DAMAGED OR LOST INSTRUCTIONAL MATERIALS**

The Board of Trustees recognizes that instructional materials are an expensive resource and that each student is entitled to sufficient instructional materials in accordance with law. Instructional materials provided for use by students remain the property of the Coastline Regional Occupational Program (CROP). Students are responsible for returning borrowed materials in good condition, with no more wear and tear than usually results from normal use.

*(cf. 1312.2 - Complaints Concerning Instructional Materials)*

*(cf. 1312.4 - Williams Uniform Complaint Procedures)*

*(cf. 3260 - Fees and Charges)*

*(cf. 6161.1 - Selection and Evaluation of Instructional Materials)*

When materials are lost or so damaged that they are no longer usable, the student shall be immediately issued a replacement material. However, students or parents/guardians shall be responsible for reparation equal to the current replacement cost of the materials. When materials are damaged but still usable, the Superintendent or his/her designee shall determine an appropriate charge.

If it can be demonstrated to the Superintendent or his/her designee's satisfaction that the student has taken all reasonable precautions to safeguard instructional materials issued to him/her, the Superintendent or his/her designee may excuse the student or parent/guardian from payment of reparation.

If reparation is not excused and not paid by the student or parent/guardian, the CROP may withhold the student's grades, diploma and transcripts in accordance with law, Board policy, and administrative regulation.

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

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

*(cf. 5131.5 - Vandalism and Graffiti)*

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

*Legal Reference:*EDUCATION CODE

48904 Willful misconduct; limit of liability of parent or guardian

48904.3 Withholding grades, diplomas or transcripts of students causing property damage or injury

60119 Public hearing on sufficiency of materials

60411 Purchase and use; property of CROP

CIVIL CODE

1714.1 Liability of parent or guardian for act of willful misconduct by a minor

CODE OF REGULATIONS, TITLE 5

305 Student responsible for care of property

*Management Resources:*WEB SITES

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

Policy  
adopted: August 21, 2013

**Instruction**

**COASTLINE REGIONAL OCCUPATIONAL PROGRAM**

Costa Mesa, California

BP 6162.6(a)



## USE OF COPYRIGHTED MATERIALS

The Board of Trustees recognizes the importance of ensuring that the Coastline Regional Occupational Program (CROP) complies with federal law regarding copyrights. CROP staff and students are expected to maintain the highest ethical standards in using copyrighted materials.

*(cf. 1113 - District and School Web Sites)*  
*(cf. 4119.21/4219.21/4319.21 - Professional Standards)*  
*(cf. 6163.1 - Library Media Centers)*

When selecting appropriate supplementary instructional materials, it is each staff member's responsibility to adhere to the provisions of federal copyright law, Board policy, and administrative regulation. The CROP shall not be responsible for any violation of copyright laws by its staff or students. If a staff member is uncertain as to whether reproducing or using copyrighted material complies with the law, he/she shall contact the Superintendent or his/her designee for clarification and assistance. At no time shall it be necessary for a CROP employee to violate copyright laws in order to perform his/her duties.

*(cf. 4040 - Employee Use of Technology)*  
*(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)*  
*(cf. 6161.11 - Supplementary Instructional Materials)*

The Superintendent or his/her designee shall ensure that the CROP observes all publisher licensing agreements between vendors and the CROP, including monitoring the number of users permitted by an agreement. Unless the applicable licensing agreement authorizes multiple users of a single program, the CROP shall not make multiple copies of a computer program or software. Staff members shall take reasonable precautions to prevent copying or the use of unauthorized copies on school equipment.

*(cf. 0440 - District Technology Plan)*  
*(cf. 3300 - Expenditures and Purchases)*  
*(cf. 3312 - Contracts)*  
*(cf. 6163.4 - Student Use of Technology)*

The Superintendent or his/her designee shall ensure that staff and students receive information and training about copyright laws and the penalties for violating such laws.

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

*Legal Reference: (see next page)*

## USE OF COPYRIGHTED MATERIALS (continued)

### *Legal Reference:*

#### EDUCATION CODE

35182 *Computer software*

#### UNITED STATES CODE, TITLE 17

101-122 *Subject matter and scope of copyright, especially:*

102 *Definitions*

107 *Fair use*

110 *Limitations on exclusive rights: Exemption of certain performances and displays*

#### COURT DECISIONS

*Marcus v. Rowley*, (9th Cir., 1982) 695 F.2d 1171

### *Management Resources:*

#### U.S. COPYRIGHT OFFICE PUBLICATIONS

*Circular 21: Reproduction of Copyrighted Works by Educators and Librarians*, 1995

#### WEB SITES

*Copyright Clearance Center*: <http://www.copyright.com>

*Copyright Society of the USA*: <http://www.csusa.org>

*U.S. Copyright Office*: <http://www.copyright.gov>

**RESEARCH**

The Board of Trustees recognizes the value of academic research to improve educational programs and practices. Researchers shall respect the privacy rights of students, including their right to refrain from participation in research projects in accordance with law, Board policy and administrative regulation.

The Superintendent or his/her designee may authorize research projects within the Coastline Regional Occupational Program (CROP) by outside groups or persons when such research is aligned with CROP goals and objectives and is likely to benefit the CROP without disrupting the school program.

*(cf. 0000 - Vision)*  
*(cf. 0100 - Philosophy)*  
*(cf. 0200 - Goals for the School District)*

The Superintendent or his/her designee shall ensure that parents/guardians receive prior notification of any surveys or evaluations that collect personal student information and that consent is obtained in accordance with law.

*(cf. 5022 - Student and Family Privacy Rights)*  
*(cf. 5125 - Student Records)*  
*(cf. 5145.6 - Parental Notifications)*

*Legal Reference:*

EDUCATION CODE  
*51513 Personal beliefs*  
UNITED STATES CODE, TITLE 20  
*1232h Protection of pupil rights*

*Management Resources:*

WEB SITES  
*CSBA: <http://www.csba.org>*  
*CDE: <http://www.cde.ca.gov>*  
*USDOE, Family Policy Compliance Office: <http://www.ed.gov/offices/OM/fpco/>*

**ANIMALS AT SCHOOL**

The Board of Trustees recognizes that animals can contribute to the Coastline Regional Occupational Program (CROP) instructional program by being effective teaching aids to students and by assisting individuals with disabilities to access CROP programs and activities. In addition, instruction related to the care and treatment of animals teaches students a sense of responsibility and promotes the humane treatment of living creatures.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*  
*(cf. 6142.4 - Service Learning/Community Service Classes)*  
*(cf. 6159 - Individualized Education Program)*  
*(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)*  
*(cf. 6164.6 - Identification and Education Under Section 504)*

The Superintendent or his/her designee shall develop rules and procedures to ensure that when animals are brought to school, the health, safety, and welfare of students, staff, and the animals are protected. However, the CROP assumes no liability for the safety of animals allowed on CROP property.

*(cf. 3320 - Claims and Actions Against the District)*  
*(cf. 3530 - Risk Management/Insurance)*  
*(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)*  
*(cf. 5141.23 - Asthma Management)*

*Legal Reference: (see next page)*

## ANIMALS AT SCHOOL (continued)

### *Legal Reference:*

#### EDUCATION CODE

233.5 *Instruction in kindness to pets and humane treatment of living creatures*

39839 *Transportation of guide dogs, signal dogs, service dogs*

51202 *Instruction in personal and public health and safety*

51540 *Safe and humane treatment of animals at school*

#### CIVIL CODE

54.1 *Access to public places*

54.2 *Guide, signal, or service dogs, right to accompany*

#### GOVERNMENT CODE

810-996.6 *California Tort Claims Act, especially:*

815 *Liability for injuries generally; immunity of public entity*

835 *Conditions of liability*

#### VEHICLE CODE

21113 *Public grounds*

#### CODE OF REGULATIONS, TITLE 13

1216 *Transportation of property*

#### UNITED STATES CODE, TITLE 20

1400-1482 *Individuals with Disabilities Education Act*

#### UNITED STATES CODE, TITLE 29

794 *Rehabilitation Act of 1973, Section 504*

#### CODE OF FEDERAL REGULATIONS, TITLE 28

35.104 *Definitions*

35.136 *Service animals*

#### COURT DECISIONS

*Sullivan v. Vallejo City USD, (1990) 731 F.Supp. 947*

### *Management Resources:*

#### FEDERAL REGISTER

*Rules and Regulations, September 15, 2010, Vol. 75, Number 178, pages 56164-56236*

#### CSBA PUBLICATIONS

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

*Asthma Management in the Schools, Policy Brief, March 2008*

#### WEB SITES:

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

American Society for the Prevention of Cruelty to Animals: <http://www.asPCA.org>

Humane Society of the United States: <http://www.hsus.org>

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

**STUDENT USE OF TECHNOLOGY**

The Board of Trustees intends that technological resources provided by the Coastline Regional Occupational Program (CROP) be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning.

*(cf. 0440 - District Technology Plan)*  
*(cf. 1113 - District and School Web Sites)*  
*(cf. 4040 - Employee Use of Technology)*  
*(cf. 5131 - Conduct)*  
*(cf. 6163.1 - Library Media Centers)*

The Superintendent or his/her designee shall notify students and parents/guardians about authorized uses of CROP computers, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with CROP regulations and the CROP's Acceptable Use Agreement.

*(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)*  
*(cf. 5144 - Discipline)*  
*(cf. 5144.1 - Suspension and Expulsion/Due Process)*  
*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*  
*(cf. 5145.12 - Search and Seizure)*

Before a student is authorized to use the CROP's technological resources, the student and his/her parent/guardian shall sign and return the Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree not to hold the CROP or any CROP staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. They shall also agree to indemnify and hold harmless the CROP and CROP personnel for any damages or costs incurred.

*(cf. 6162.6 - Use of Copyrighted Materials)*

The Superintendent or his/her designee, with input from the appropriate staff, shall regularly review and update this policy, the accompanying administrative regulation, and other relevant procedures to enhance the safety and security of students using CROP's technological resources and to help ensure that the CROP adapts to changing technologies and circumstances.

**Use of CROP Computers for Online Services/Internet Access**

The Superintendent or his/her designee shall ensure that all CROP computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced. (20 USC 6777, 47 USC 254)

**STUDENT USE OF TECHNOLOGY** (continued)

To reinforce these measures, the Superintendent or his/her designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities. Staff shall supervise students while they are using online services and may have teacher aides, student aides, and volunteers assist in this supervision.

The Superintendent or his/her designee also shall establish regulations to address the safety and security of students and student information when using email, chat rooms, and other forms of direct electronic communication.

The Superintendent or his/her designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

Student use of CROP computers to access social networking sites is prohibited. To the extent possible, the Superintendent or his/her designee shall block access to such sites on CROP computers with Internet access.

*Legal Reference: (see next page)*

## STUDENT USE OF TECHNOLOGY (continued)

### *Legal Reference:*

#### EDUCATION CODE

51006 *Computer education and resources*

51007 *Programs to strengthen technological skills*

51870-51874 *Education technology*

60044 *Prohibited instructional materials*

#### PENAL CODE

313 *Harmful matter*

502 *Computer crimes, remedies*

632 *Eavesdropping on or recording confidential communications*

653.2 *Electronic communication devices, threats to safety*

#### UNITED STATES CODE, TITLE 15

6501-6506 *Children's Online Privacy Protection Act*

#### UNITED STATES CODE, TITLE 20

6751-6777 *Enhancing Education Through Technology Act, Title II, Part D, especially:*

6777 *Internet safety*

#### UNITED STATES CODE, TITLE 47

254 *Universal service discounts (E-rate)*

#### CODE OF FEDERAL REGULATIONS, TITLE 16

312.1-312.12 *Children's Online Privacy Protection Act*

#### CODE OF FEDERAL REGULATIONS, TITLE 47

54.520 *Internet safety policy and technology protection measures, E-rate discounts*

### *Management Resources:*

#### CSBA PUBLICATIONS

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

#### FEDERAL TRADE COMMISSION PUBLICATIONS

*How to Protect Kids' Privacy Online: A Guide for Teachers, December 2000*

#### MY SPACE.COM PUBLICATIONS

*The Official School Administrator's Guide to Understanding MySpace and Resolving Social Networking Issues*

#### WEB SITES

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

American Library Association: <http://www.ala.org>

California Coalition for Children's Internet Safety: <http://www.cybersafety.ca.gov>

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

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

Federal Communications Commission: <http://www.fcc.gov>

Federal Trade Commission, Children's Online Privacy Protection:

<http://www.ftc.gov/privacy/privacyinitiatives/childrens.html>

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

Web Wise Kids: <http://www.webwisekids.org>



**STUDENT USE OF TECHNOLOGY**

The Superintendent or his/her designee shall oversee the maintenance of each school's technological resources and may establish guidelines and limits on their use. All instructional staff shall receive a copy of this administrative regulation, the accompanying Board policy, and the Coastline Regional Occupational Program (CROP) Acceptable Use Agreement describing expectations for appropriate use of the system and shall also be provided with information about the role of staff in supervising student use of technological resources. All students using these resources shall receive instruction in their proper and appropriate use.

*(cf. 0440 - District Technology Plan)*  
*(cf. 4040 - Employee Use of Technology)*  
*(cf. 4131- Staff Development)*  
*(cf. 4231 - Staff Development)*  
*(cf. 4331 - Staff Development)*

Teachers and administrators shall prescreen technological resources and online sites that will be used for instructional purposes to ensure that they are appropriate for the intended purpose and the age of the students.

*(cf. 6163.1 - Library Media Centers)*

**Online/Internet Services: User Obligations and Responsibilities**

Students are authorized to use CROP equipment to access the Internet or other online services in accordance with Board policy, the user obligations and responsibilities specified below, and the CROP's Acceptable Use Agreement.

1. The student in whose name an online services account is issued is responsible for its proper use at all times. Students shall keep personal account numbers and passwords private and shall only use the account to which they have been assigned.
2. Students shall use the CROP's system safely, responsibly, and primarily for educational purposes.
3. Students shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs.

*(cf. 5131 - Conduct)*  
*(cf. 5145.3 - Nondiscrimination/Harassment)*  
*(cf. 5145.7 - Sexual Harassment)*  
*(cf. 5145.9 - Hate-Motivated Behavior)*

**STUDENT USE OF TECHNOLOGY** (continued)

*Harmful matter* includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)

4. Unless otherwise instructed by school personnel, students shall not disclose, use, or disseminate personal identification information about themselves or others when using email, chat rooms, or other forms of direct electronic communication. Students also shall be cautioned not to disclose such information by other means to individuals contacted through the Internet without the permission of their parents/guardians.

*Personal information* includes the student's name, address, telephone number, Social Security number, or other personally identifiable information.

5. Students shall not use the system to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law, Board policy, or administrative regulations.

(cf. 3513.3 - Tobacco-Free Schools)  
(cf. 5131.6 - Alcohol and Other Drugs)

6. Students shall not use the system to engage in commercial or other for-profit activities.
7. Students shall not use the system to threaten, intimidate, harass, or ridicule other students or staff.
8. Copyrighted material shall be posted online only in accordance with applicable copyright laws. Any materials utilized for research projects should be given proper credit as with any other printed source of information.

(cf. 5131.9 - Academic Honesty)  
(cf. 6162.6 - Use of Copyrighted Materials)

9. Students shall not intentionally upload, download, or create computer viruses and/or maliciously attempt to harm or destroy CROP equipment or materials or manipulate the data of any other user, including so-called "hacking."

(cf. 5131.5 - Vandalism and Graffiti)

10. Students shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, delete, copy, modify, or use another individual's identity.

**STUDENT USE OF TECHNOLOGY** (continued)

11. Students shall report any security problem or misuse of the services to the teacher.

The CROP reserves the right to monitor use of the CROP's systems for improper use without advance notice or consent. Students shall be informed that computer files and electronic communications, including email, are not private and may be accessed by the CROP for the purpose of ensuring proper use.

*(cf. 5145.12 - Search and Seizure)*

Whenever a student is found to have violated Board policy, administrative regulation, or the CROP's Acceptable Use Agreement, the Superintendent or his/her designee may cancel or limit a student's user privileges or increase supervision of the student's use of the CROP's technological resources, as appropriate. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy.

*(cf. 5144 - Discipline)*

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

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

**SUMMER SCHOOL**

The Board of Trustees recognizes that summer school provides valuable opportunities for students to improve their skills and make academic progress. When the need is demonstrated and funds are available, the Superintendent or his/her designee shall establish summer school day and/or evening classes for purposes of enrichment.

*Legal Reference:*

EDUCATION CODE

37252-37254.1 *Supplemental instruction*

41505-41508 *Pupil Retention Block Grant*

41976.5 *Summer school programs, substantially disabled persons or graduating high school seniors*

42238.8 *Revenue limit for average daily attendance*

42239 *Summer school apportionments*

48070-48070.5 *Promotion and retention*

51210 *Areas of study for elementary schools*

51220 *Areas of study for grades 7-12*

51730-51732 *Powers of governing boards (authorization for elementary summer school classes)*

56345 *Extended-year program for special education students*

58700-58702 *Credit towards summer school apportionments for tutoring and homework assistance program*

58806 *Summer school apportionments*

60851 *Supplemental instruction toward exit examination*

REPEALED EDUCATION CODE FOR CATEGORICAL PROGRAMS

53025-53032 *Intensive reading instruction*

53091-53095 *Intensive algebra instruction*

CODE OF REGULATIONS, TITLE 5

3043 *Extended school year, special education students*

11470-11472 *Summer school*

ATTORNEY GENERAL OPINIONS

70 *Ops.Cal.Atty.Gen. 282 (1987)*

*Management Resources:*

WEB SITES

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

**EVALUATION OF THE INSTRUCTIONAL PROGRAM**

The Board of Trustees recognizes that it is accountable to students, parents/guardians, and the community for the effectiveness of the educational program in meeting CROP goals for student learning. The Superintendent or his/her designee shall conduct a continual evaluation of the curriculum and the instructional program in order to improve student achievement.

*(cf. 0200 - Goals for the School District)*

*(cf. 0500 - Accountability)*

*(cf. 6000 - Concepts and Roles)*

*(cf. 9000 - Role of the Board)*

**Western Association of Schools and Colleges (WASC) Accreditation**

The Board believes that accreditation by the Western Association of Schools and Colleges (WASC) can foster excellence and ongoing improvement in the CROP's program. The results of the accreditation process also may demonstrate to parents/guardians and the community that the CROP is meeting their goals and objectives and the WASC criteria for school effectiveness through a viable instructional program.

The Superintendent or his/her designee shall undertake procedures whereby CROP schools may achieve and maintain full WASC accreditation status. CROP shall conduct a self-study in accordance with WASC requirements, cooperate with the WASC committee during a site visit, and develop and review action plans to increase the effectiveness of the instructional program for students. The Superintendent or his/her designee shall regularly report to the Board on the status of CROP schools and any WASC recommendations for school improvement.

The results of any inspection of a school by WASC, or any other the accrediting agency, shall be published not later than 60 days after the results are made available to the school. Publication shall be by posting the information on the CROP web site, as determined by the Superintendent or his/her designee. (Education Code 35178.4)

*(cf. 1113 - District and School Web Sites)*

*(cf. 5145.6 - Parental Notifications)*

## **EVALUATION OF THE INSTRUCTIONAL PROGRAM** (continued)

If the CROP school loses its accreditation status, the Board shall give official notice at a regularly scheduled Board meeting. The Superintendent or his/her designee shall provide written notification to each parent/guardian of a student in the school that the school has lost its accreditation status, including the potential consequences of the loss of accreditation status. This notice shall also be posted on the CROP's web site. (Education Code 35178.4)

### *Legal Reference:*

#### EDUCATION CODE

33400-33407 Educational evaluations

35178.4 Notice of accreditation status

44662 Evaluation and assessment guidelines, certificated employee performance

48985 Compliance with translation of parental notifications

51041 Education program, evaluation and revisions

51226 Model curriculum standards

52050-52059 Public Schools Accountability Act

54650-54659 Education Improvement Incentive Program

62005.5 Failure to comply with purposes of funds

64000-64001 Consolidated application process

#### CODE OF REGULATIONS, TITLE 5

3930-3937 Program requirements

3942 Continuity of funding

#### UNITED STATES CODE, TITLE 20

6311 Adequate yearly progress

### *Management Resources:*

#### CSBA PUBLICATIONS

*Maximizing School Board Leadership: Curriculum, 1996*

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*Ongoing Program Self-Evaluation Tools (OPSET)*

*Categorical Program Monitoring Instruments*

#### WEB SITES

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

California Department of Education, Testing and Accountability: <http://www.cde.ca.gov/ta>

Western Association of Schools and Colleges (WASC), Accrediting Commission for Schools:

<http://www.acswasc.org>