



NAPA VALLEY UNIFIED SCHOOL DISTRICT

Transforming lives by instilling 21st Century skills and inspiring lifelong learning in every student.

September 4, 2009

The Honorable Raymond A. Guadagni
Presiding Judge
Superior Court of the State of California
County of Napa
825 Brown Street
Napa, CA 94559

FILED

SEP - 9 2009

Clerk of the Napa Superior Court
By: C. Brennan
Deputy

Dear Judge Guadagni:

This letter is written as a response from the Napa Valley Unified School District to an investigation and subsequent recommendations provided by the Napa County Grand Jury in its 2008-2009 report related to fundraising activities by school PTA/Parent clubs and Booster Clubs. The district appreciates the efforts of the grand jury and we have endeavored to utilize the report as an opportunity to improve our systems and procedures in this area.

THE NAPA VALLEY UNIFIED SCHOOL DISTRICT'S RESPONSE TO THE 2008-2009 GRAND JURY FINDINGS RELATING TO FUNDRAISING, AS FOLLOWS:

The Napa Valley Unified School District (NVUSD) generally agrees with the Grand Jury findings in the area of fundraising activities by parent groups.

Finding #1: At least one long-time Napa High Instructor failed to comply with NVUSD Board Policy 5121 and Administrative Regulation 1321 regarding the prohibition against the assignment of grades for fundraising activities.

Response: The NVUSD agrees with the finding.

Finding #2: The GAMUT system Board Bylaws and Board Policies, and Administrative Regulations may be accessed by the general public through their respective Internet web sites.

Response: The NVUSD agrees with the finding.

Received
Napa Superior Court

SEP - 8 2009

Court Executive Office

Board of Education

2425 Jefferson Street
Napa, CA 94558
(707) 253-3511
(707) 253-3855 fax
www.nvUSD.k12.ca.us

Thomas Kensok, *President*
Robb Felder, *Vice President*
Alan Murray, *Clerk*
Jackie Dickson

Frances Ortiz-Chávez
Joe Schunk
Jose Hurtado

John P. Glaser, Ed.D.
Superintendent

Finding #3: District specific Associated Student Body manuals do not exist in NVUSD.

Response: While the NVUSD does not have ASB student body manuals that specifically address some of our local district policies, the district has required all schools to use the Fiscal Crisis and Management Assistance Team (FCMAT) version which is an excellent general guide to good fundraising and financial management practices.

The Grand Jury may have intended with this finding for us to provide more information for parent club groups, which differ from the ASB. Whether or not it was the intent of the Grand Jury, we do agree with it and have addressed it below in our response to Recommendation 2.

Finding #7: NVUSD personnel were generally unaware of NVUSD BP 1230, BP1321, and AR 1321 policies regarding fundraising by PTA/Parent Clubs and Booster clubs when the Grand Jury began its investigation.

Response: While NVUSD personnel were aware of the existence of these policies, we agree that we did not adequately know the specifics of these provisions in order to accurately respond to initial questions from the Grand Jury.

Finding #8: Napa High School implemented an ongoing strategy for the collection and filing of PTA/Parent Clubs and Booster Club financial information during the Grand Jury's investigation.

Response: The NVUSD agrees with the finding.

Finding #9: Napa Valley Unified School District has committed to promulgating fundraising policy information to the appropriate fundraising groups as well as parents/guardians.

Response: The NVUSD agrees with the finding.

Finding #10: Parents and supporters of the Napa Valley Unified School District contributed their time, effort, and money to supplement the funds available for school programs.

Response: The NVUSD agrees with the finding.

NAPA VALLEY UNIFIED SCHOOL DISTRICT'S RESPONSE TO 2008-2009 GRAND JURY RECOMMENDATIONS RELATING TO FUNDRAISING, AS FOLLOWS:

Recommendation #1: The NVUSD institute periodic briefings to teachers/instructors regarding the prohibition against the assignment of grades for fundraising activities.

Response: The recommendation has been implemented and that implementation will continue on an ongoing basis. This includes policy review information that was presented to managers in their opening of school meetings on August 6, 2009. At that time, principals received a revised opening of school checklist that includes their responsibility of reminding teachers of our solicitation of funds policy with due dates for completion. The PowerPoint handout and revised checklist are attached to this response. The superintendent will also include a reminder of this policy and regulation in a future management letter.

Recommendation #2: The NVUSD develop district specific ASB Manuals.

Response: The recommendation has been partially implemented and will be expanded on as described in the response to Finding #3 before the end of 2009. The attached forms and procedures have been distributed to all sites for inclusion in their FCMAT ASB manuals.

We will also compile all the relevant policy and regulation information in a parent and booster club manual that will be distributed to each appropriate group. A sample that was developed by Napa High School for the new school year is also attached. These have been done for each of the four booster clubs at Napa High School and will be replicated at Vintage High School and American Canyon High School.

Recommendation #6: NVUSD teachers, instructors and administrative personnel who are involved at any level with fundraising by PTA/Parent Clubs and Booster Clubs receive continuing instruction on the requirements of NVUSD Board Policies 1230, 1321, and Administrative Regulation 1321.

Response: The recommendation has been partially implemented and will be completed by December 2009, by which time all school principals will have been instructed on procedures and Board Policies and Administrative Regulations will have been added to the Principals' back to school checklists as attached.

Recommendation #7: The NVUSD institute periodic audits of schools for compliance with Board Policies 1230, Board Policy 1321, and Administrative Regulation 1321 record keeping.

Response: The recommendation has been partially implemented, and will be completely implemented during the coming school year and every year thereafter. The NVUSD has added these auditing functions to the responsibilities of the fiscal staff member who works with ASB funds. That auditing will be done during his regular visits to the school sites.

Sincerely,



John Glaser
Superintendent
JG/dm



ASB Procedures & Forms

- ASB Checklist
- ASB Monthly Report Coversheet
- Deposit Cash Count Form
- Inventory Log
- ASB Accounting Manual Website

Napa Valley Unified School District

Site Name: _____



ASB Monthly Report

I have reviewed and approved the following Associated Student Body
monthly reports for the month of _____
Month Year

- ___ Bank Reconciliation Reports
- ___ Bank Statements
- ___ Cash Disbursements Report
- ___ Account Analysis Report (Summary)
- ___ Account Analysis Report (Detail)
- ___ Trial Balance
- ___ Balance Sheet

Principal

Date



Link to Download ASB Accounting Manual & Desk Reference:

1. Log onto www.fcmat.org
2. Point to “**Fiscal Documents & Resources**” under Documents & Resources on the left hand side menu with your mouse pointer.
3. Select “**ASB Accounting Manual.**”

Napa Valley Unified School District

Site name: _____



Deposit Cash Count Form

Fiscal Year: _____

Name and Title of Person Completing Form: _____

Date Completing this Form: _____

(A) Denominations	(B) Number of Bills or Coins	(A times B) Total Amount Collected
Dollar Bills 1.00		
Five Dollar Bills 5.00		
Ten Dollar Bills 10.00		
Twenty Dollar Bills 20.00		
Fifty Dollar Bills 50.00		
Hundred Dollar Bills 100.00		
Checks (list separately)		
	Total Amount of all Cash	
	Total Amount of all Checks	
	Total Amount of all Cash & Checks	

Signature of Person (1) counting the cash: _____

Signature & Title

Signature of Person (2) counting the cash: _____

Signature & Title

Cash count verified by Site Secretary or Designee: _____

Signature & Title

(UPON DEPOSIT)

Cash count verified by NVUSD Accountant or Designee: _____
Signature & Title

Explanation of Cash Count Discrepancies (if applicable):

Supporting Documentation (must be included when the form is turned in to the site secretary):

- Cash Register
 - Cash Register Tape

- Prenumbered Receipt Books
 - Copy of each receipt issued
 - All receipt books returned to site secretary

- Inventory Log (when selling inventory items)

<i>(For Office Use Only)</i>		
CR Acct #	- - - - -	
	Total:	

NAPA HIGH BAND BOOSTERS

MISSION STATEMENT

THE NAPA HIGH BAND BOOSTERS ARE DEDICATED:

1. TO THE FINANCIAL SUPPORT OF THE INSTRUMENTAL MUSIC PROGRAM AT NAPA HIGH SCHOOL.
2. TO MAKING OURSELVES AVAILABLE TO SUPPORT THE EDUCATIONAL PROGRAM DEVELOPED BY THE INSTRUMENTAL MUSIC DEPARTMENT STAFF AND STUDENTS.
3. TO ENSURING THE BEST POSSIBLE MUSIC PROGRAM BE AVAILABLE TO ALL THE INSTRUMENTAL GROUPS AND CLASSES.

WE WILL WORK TO SUSTAIN THIS PROGRAM FOR THE PRESENT MEMBERS AND THE FUTURE MEMBERS TO FOLLOW.

**BY-LAWS
OF
NAPA HIGH BAND BOOSTERS**

REVISED AND
APPROVED 2/19/03

ORGANIZATIONAL PRUPOSE: THIS CLUB IS ORGANIZED AND OPERATED TO PROMOTE AND SUPPORT THE GENERAL WELFARE OF THE NAPA HIGH SCHOOL BAND, BY PROVIDING FUNDS AND OTHER NON-MONETARY ASSISTANCE AS REQUIRED. FUNDS RAISED WILL BE USED TO PURCHASE AND REPAIR UNIFORMS, INSTRUMENTS, EQUIPMENT, AND MATERIALS, MEET TRAVEL EXPENSES, GAIN SUPPORT FROM THE NAPA COMMUNITY, AND TO ADVANCE THE INTERESTS AND WELFARE OF THE BAND AT ALL TIMES.

ARTICLE I

OFFICES

THE PRINCIPAL OFFICE OF THE CORPORATION IS LOCATED IN THE CITY OF NAPA, COUNTY OF NAPA, STATE OF CALIFORNIA.

ARTICLE II

GENERAL MEMBERS

SECTION 1. CLASSES OF MEMBERS. THE CORPORATION HAS ONE CLASS OF MEMBERS, HEREINAFTER KNOWN AS THE GENERAL MEMBERSHIP. THE DESIGNATION OF THE CLASS AND THE QUALIFICATIONS AND RIGHTS OF ITS MEMBERS ARE AS FOLLOWS:

SECTION 2. MEMBERSHIP. APPLICATION FOR MEMBERSHIP IS OPEN TO ALL PERSONS AT LEAST 18 YEARS OLD WHO ARE INTERESTED IN PROMOTING AND MAINTAINING THE NAPA HIGH SCHOOL BAND AND ITS FUNCTIONS.

SECTION 3. VOTING RIGHTS. EACH MEMBER IN GOOD STANDING IS ENTITLED TO ONE VOTE AT THE ANNUAL AND SPECIAL GENERAL MEMBERSHIP MEETINGS.

SECTION 4. TERMINATION OF MEMBERSHIP. THE BOARD OF DIRECTORS (HEREINAFTER KNOWN AS THE BOARD), BY AFFIRMATIVE VOTE OF TWO-THIRDS OF ITS MEMBERS, MAY TERMINATE THE MEMBERSHIP OF ANY MEMBER WHO FAILS TO MEET THE MEMBERSHIP QUALIFICATIONS AS STATED IN ARTICLE II, SECTION 2.

ARTICLE III

MEETINGS

SECTION 1. ANNUAL GENERAL MEMBERSHIP MEETING. AN ANNUAL MEETING OF THE GENERAL MEMBERSHIP WILL NORMALLY BE HELD IN MAY OF EACH YEAR FOR THE PURPOSE OF ELECTING A BOARD OF DIRECTORS FOR THE COMING BUSINESS YEAR, AND FOR TRANSACTING OTHER APPROPRIATE BUSINESS. THE BOARD WILL DESIGNATE AN APPROPRIATE DAY AND NOTIFY ALL MEMBERS.

SECTION 2. SPECIAL GENERAL MEMBERSHIP MEETINGS. SPECIAL MEETINGS OF GENERAL MEMBERSHIP MAY BE CALLED BY THE PRESIDENT, A MAJORITY OF THE BOARD, OR NOT LESS THAN ONE-THIRD OF THE MEMBERS IN GOOD STANDING. NOTIFICATION OF THESE MEETINGS IS THE SAME AS IN SECTION 1.

SECTION 3. BOARD MEETINGS. REGULAR MEETINGS OF THE BOARD WILL NORMALLY BE HELD EACH MONTH. ALL GENERAL MEMBERS MAY ATTEND AND INTRODUCE BUSINESS FOR BOARD DISCUSSION AND/OR DECISION.

SECTION 4. SPECIAL BOARD MEETINGS. SPECIAL MEETING OF THE BOARD MAY BE CALLED BY THE PRESIDENT, OR A MAJORITY OF THE BOARD. EACH DIRECTOR WILL RECEIVE AT LEAST TWO DAYS NOTICE.

SECTION 5. EMERGENCY BOARD ACTION. EMERGENCY ISSUES MAY BE DISCUSSED AND VOTED UPON VIA TELEPHONE BY A QUORUM OF THE BOARD, MINUTES WILL BE TAKEN RECORDING THE DISCUSSION AND VOTING RESULTS. THEY WILL BE PRESENTED TO THE SECRETARY WHO WILL MAKE THEM A MATTER OF PUBLIC RECORD AS ARE THE MINUTES OF NORMAL MEETINGS. EVERY EFFORT WILL BE MADE TO OBTAIN THE VOTE OR CONSULT WITH EACH BOARD MEMBER, EVEN IF A MAJORITY VOTE HAS BEEN SECURED BEFORE ALL HAVE BEEN CALLED.

SECTION 6. MEETING PLACES. THE ANNUAL AND SPECIAL GENERAL MEMBERSHIP MEETINGS WILL NORMALLY BE HELD AT NAPA HIGH SCHOOL. BOARD MEETINGS WILL NORMALLY BE HELD IN THE NAPA HIGH SCHOOL BAND ROOM. SPECIAL BOARD MEETINGS MAY BE HELD AT OTHER LOCATIONS, AS AGREED UPON BY A MAJORITY OF THE BOARD.

SECTION 7. QUORUM. ALL MEMBERS IN GOOD STANDING PRESENT CONSTITUTE A QUORUM AT PROPERLY CALLED GENERAL MEMBERSHIP MEETINGS. SEVEN DIRECTORS CONSTITUTE A QUORUM AT BOARD MEETINGS.

SECTION 8. TIME AND LOCATION OF MEETINGS. AT THE BEGINNING OF EACH FISCAL YEAR THE NEW BOARD SHALL DETERMINE THE DAY, TIME, AND LOCATION OF BOARD MEETINGS IN ORDER TO ACCOMMODATE THE BOARD AND GENERAL MEMBERS AND ASSURE THE MAXIMUM ATTENDANCE BY THE BOARD.

ARTICLE IV

BOARD OF DIRECTORS

SECTION 1. GENERAL POWERS. THE AFFAIRS OF THE CORPORATION WILL BE MANAGED BY ITS BOARD OF DIRECTORS. DIRECTORS MUST BE MEMBERS OF THE CORPORATION OF LEGAL AGE.

SECTION 2. NUMBER, TENURE AND QUALIFICATIONS. THE NUMBER OF DIRECTORS WILL BE ELEVEN, INCLUDING THE PRESIDENT, VICE-PRESIDENT, SECRETARY, TREASURER, AND SEVEN DIRECTORS-AT-LARGE. EACH PERSON HOLDING AN OFFICE ON THE BOARD MUST BE THE PARENT/GUARDIAN OF A STUDENT CURRENTLY ENROLLED IN MUSIC AT NAPA HIGH SCHOOL. EACH DIRECTOR WILL HOLD OFFICE FOR THE FISCAL YEAR, OR UNTIL A SUCCESSOR HAS BEEN ELECTED. THE PAST-PRESIDENT WILL BE A NON-VOTING MEMBER OF THE BOARD. EITHER THE STUDENT BAND PRESIDENT OR THE STUDENT BAND VICE-PRESIDENT WILL EXERCISE ONE VOTE AS THE STUDENT BAND REPRESENTATIVE TO THE BOARD. EITHER THE STUDENT ORCHESTRA PRESIDENT OR THE STUDENT ORCHESTRA VICE-PRESIDENT WILL EXERCISE ONE VOTE AS THE STUDENT ORCHESTRA REPRESENTATIVE TO THE BOARD.

SECTION 3. VOTING RIGHTS. ELECTED BOARD MEMBERS, ONE STUDENT REPRESENTATIVE ELECTED BY THE BAND, AND ONE STUDENT REPRESENTATIVE ELECTED BY THE ORCHESTRA WILL BE ENTITLED TO VOTE ON MATTERS SUBMITTED TO THE BOARD FOR DECISION. EACH DIRECTOR WILL HAVE ONE VOTE. EACH FAMILY OR EXTENDED FAMILY WILL HAVE ONLY ONE VOTE.

SECTION 4. QUORUM. SEVEN MEMBERS OF THE BOARD CONSTITUTE A QUORUM FOR THE TRANSACTION OF BUSINESS AT ANY MEETING OF THE BOARD.

SECTION 5. VACANCIES. ANY VACANCY OCCURRING ON THE BOARD WILL BE FILLED BY DECISION OF THE BOARD. A DIRECTOR ELECTED TO FILL A VACANCY WILL BE ELECTED FOR THE UNEXPIRED TERM OF HIS PREDECESSOR.

SECTION 6. COMPENSATION. DIRECTORS WILL NOT RECEIVE ANY REMUNERATION FOR THEIR SERVICES TO THIS ORGANIZATION.

ARTICLE V

OFFICERS

SECTION 1. OFFICERS. THE OFFICERS OF THE CORPORATION WILL BE THE PRESIDENT, VICE-PRESIDENT, SECRETARY, AND TREASURER, AS ELECTED IN ACCORDANCE WITH THE PROVISIONS OF THESE BYLAWS.

SECTION 2. PRESIDENT. THE PRESIDENT WILL BE THE PRINCIPAL EXECUTIVE OFFICER OF THIS CORPORATION. HE/SHE WILL PRESIDE AT ALL MEETINGS OF THE MEMBERS AND OF THE BOARD OF DIRECTORS, PRESERVE ORDER, AND ENFORCE THE RULES AND BYLAWS OF THE ORGANIZATION. HE/SHE MAY SIGN, WITH VICE-PRESIDENT OR TREASURER, ANY DOCUMENTS WHICH THE BOARD AUTHORIZES TO BE EXECUTED, EXCEPT IN CASES WHERE THE SIGNING AND EXECUTION THEREOF IS EXPRESSLY DELEGATED BY THE BOARD OF DIRECTORS, BY THESE BYLAWS, OR BY STATUTE TO SOME OTHER OFFICER OR AGENT OF THE CORPORATION. IN GENERAL, HE/SHE WILL PERFORM ALL DUTIES INCIDENT TO THE OFFICE OF PRESIDENT, AND SUCH OTHER DUTIES AS MAY BE PRESCRIBED BY THE BOARD OF DIRECTORS FROM TIME TO TIME. THE PRESIDENT WILL, AT THE ANNUAL MEETING PRESENT A REPORT SUMMARIZING THE YEAR'S ACTIVITIES. THE OFFICE OF PRESIDENT MAY BE HELD BY TWO PERSONS, NOT RELATED IN A FAMILIAL WAY, ELECTED BY A MAJORITY VOTE, SERVING CONCURRENTLY, AND SHARING THE RESPONSIBILITIES AS DESCRIBED HEREIN.

SECTION 3. VICE-PRESIDENT. IN THE PRESIDENT'S ABSENCE OR IN THE EVENT OF THE PRESIDENT'S INABILITY OR REFUSAL TO ACT, THE VICE-PRESIDENT WILL PERFORM THE DUTIES OF THE PRESIDENT. WHEN SO ACTING, HE/SHE WILL HAVE ALL THE POWERS OF, AND BE SUBJECT TO, ALL THE RESTRICTIONS UPON THE PRESIDENT. THE VICE-PRESIDENT WILL SERVE AS CHAIRMAN OF THE LEGISLATIVE COMMITTEE AND ACT AS PARLIAMENTARIAN AT ALL MEETINGS. HE/SHE WILL ALSO PERFORM SUCH OTHER DUTIES AS FROM TIME TO TIME MAY BE ASSIGNED TO HIM/HER BY THE PRESIDENT OR BY THE BOARD.

SECTION 4. TREASURER. IF REQUIRED BY THE BOARD, THE CORPORATION WILL POST BOND FOR THE FAITHFUL DISCHARGE OF THE TREASURER'S DUTIES, IN SUCH SUM AND WITH SUCH SURETY OR SURETIES AS THE BOARD DETERMINES NECESSARY. THE TREASURER WILL HAVE CHARGE AND CUSTODY OF AND BE RESPONSIBLE FOR, ALL FUNDS AND SECURITIES OF THE CORPORATION; RECEIVE AND GIVE RECEIPTS FOR MONIES DUE AND PAYABLE TO THE CORPORATION, AND DEPOSIT ALL SUCH MONIES IN THE NAME OF THE CORPORATION IN SUCH BANKS, TRUST COMPANIES, OR OTHER DEPOSITARIES AS SHALL BE SELECTED IN ACCORDANCE WITH THE PROVISIONS OF ARTICLE VII OF THESE BYLAWS;

AND IN GENERAL PERFORM ALL DUTIES INCIDENT TO THE OFFICE OF TREASURER, AND SUCH OTHER DUTIES AS FROM TIME TO TIME MAY BE ASSIGNED TO HIM BY THE BOARD OF DIRECTORS OF THE PRESIDENT, INCLUDING THE PRESENTATION OF BOOKS FOR AUDITING.

SECTION 5. SECRETARY. THE SECRETARY WILL KEEP A RECORD OF THE PROCEEDINGS OF ALL MEETINGS, AND RECEIVE AND ANSWER ALL OFFICIAL CORRESPONDENCE. THE SECRETARY WILL ALSO KEEP AN UP TO DATE LIST OF ALL BOARD MEMBERS, COMPLETE WITH ADDRESSES AND TELEPHONE NUMBERS, TO BE DISPERSED TO ALL BOARD MEMBERS AT THE FIRST MEETING IN OCTOBER.

ARTICLE VI

COMMITTEES

SECTION 1. STANDING COMMITTEES. STANDING COMMITTEES ARE PERMANENT COMMITTEES APPOINTED BY THE PRESIDENT. THEY WILL REPORT, AS NECESSARY, AT EACH BOARD MEETING. STANDING COMMITTEES MAY CONSIST OF, BUT NOT BE LIMITED TO THE FOLLOWING:

1. BINGO – ORGANIZES AND PLANS ALL ACTIVITIES PERTAINING TO BINGO GAMES.
2. LEGISLATIVE – INTERPRETS, REVIEWS, AND RECOMMENDS CHANGES AS NECESSARY, TO THE LAWS AND RULES GOVERNING THE OPERATION OF THIS ORGANIZATION, INCLUDING, BUT NOT LIMITED TO, THE ARTICLES OF INCORPORATION, BYLAWS, AND STANDING RULES.
3. MEMBERSHIP – PROMOTES MEMBERSHIP, AND ASSISTS THE SECRETARY IN MAINTAINING A COMPLETE AND UP TO DATE MEMBERSHIP LIST.
4. PUBLICITY – HANDLES ALL PUBLICITY FOR THE CORPORATION.
5. BUDGET – PREPARES A BUDGET AND RECOMMENDS ALLOCATION OF FUNDS TO THE BOARD.
6. NOMINATING – PRESENTS TO THE CORPORATION A SLATE OF NOMINEES, ONE OR MORE PER BOARD POSITION.
7. INCENTIVES – DETERMINES METHOD OF DISTRIBUTING CREDIT TO STUDENTS FOR TIME WORKED.
8. SCHOLARSHIP – DETERMINES STUDENT SCHOLARSHIP RECIPIENTS AND THE AMOUNT AND NUMBER OF AWARDS.
9. TELEPHONE – CONTACTS MEMBERS REGARDING CORPORATION ACTIVITIES, SUCH AS MEETINGS, SPECIAL EVENTS, ETC.

SECTION 2. SPECIAL COMMITTEES. SPECIAL COMMITTEES ARE TEMPORARY COMMITTEES APPOINTED BY THE PRESIDENT TO OVERSEE PROJECTS AND/OR PROBLEMS THAT ARE NORMALLY UNIQUE AND SHORT-LIVED. THEY WILL BE DULY AUTHORIZED BY THE PRESIDENT TO REPRESENT THE CORPORATION SHOULD THEY BE REQUIRED TO MEET AND/OR NEGOTIATE WITH OUTSIDE ORGANIZATIONS.

SECTION 3. AUTHORITY. THE DELEGATION OF SUCH COMMITTEES, AND THE DELEGATION THERETO OF AUTHORITY WILL NOT RELIEVE THE BOARD OF DIRECTORS, OR ANY INDIVIDUAL DIRECTOR, OF RESPONSIBILITIES IMPOSED UPON THEM, COLLECTIVELY OR INDIVIDUALLY, BY LAW.

SECTION 4. TERM OF OFFICE. STANDING COMMITTEES OPERATE FOR THE FULL FISCAL YEAR. SPECIAL COMMITTEES SERVE AT THE DISCRETION OF THE PRESIDENT.

SECTION 5. CHAIRMAN. ONE MEMBER OF EACH COMMITTEE WILL BE APPOINTED CHAIRMAN BY THE PRESIDENT.

SECTION 6. VACANCIES. VACANCIES MAY BE FILLED BY THE PRESIDENT AT ANY TIME.

ARTICLE VII

CONTRACTS, CHECKS, DEPOSITS, AND FUNDS

SECTION 1. CONTRACTS. THE BOARD MAY AUTHORIZE ANY OFFICER, OR OFFICERS, AS AGENT OR AGENTS OF THE CORPORATION, IN ADDITION TO THE OFFICERS SO AUTHORIZED BY THESE BYLAWS, TO ENTER INTO ANY CONTRACT OR EXECUTE AND DELIVER ANY INSTRUMENT IN THE NAME OF, AND BEHALF OF, THE CORPORATION. SUCH AUTHORITY MAY BY GENERAL OR CONFINED TO SPECIAL INSTANCES.

SECTION 2. FUNDS DISPERSAL AUTHORIZATION. ALL CHECKS, DRAFTS, OR ORDERS FOR THE PAYMENT OF MONEY, NOTES, OR OTHER EVIDENCES OF INDEBTEDNESS ISSUED IN THE NAME OF THE CORPORATION WILL BE SIGNED BY ANY TWO OF THESE OFFICERS: PRESIDENT, VICE-PRESIDENT, OR TREASURER OF THEIR AUTHORIZED REPRESENTATIVE. WITHDRAWAL OF BINGO START UP FUNDS FOR THE WEEKLY BINGO GAME WILL REQUIRE ONLY ONE SIGNATURE.

SECTION 3. DEPOSITS. ALL FUNDS OF THE CORPORATION WILL BE DEPOSITED FROM TIME TO TIME TO THE CREDIT OF THE CORPORATION IN

SUCH BANKS, TRUST COMPANIES OR OTHER DEPOSITORIES AS THE BOARD MAY SELECT.

SECTION 4. GIFTS. THE BOARD MAY ACCEPT, ON BEHALF OF THE CORPORATION, ANY CONTRIBUTION, GIFT, BEQUEST, OR DEVICE FOR THE GENERAL PURPOSES OF FOR ANY SPECIAL PURPOSE OF THE CORPORATION.

SECTION 5. EXPENDITURES. ALL EXPENDITURES OF THE CORPORATION WILL BE, IN THE JUDGMENT OF THE BOARD OF DIRECTORS, FOR THE BENEFIT OF THE BAND, BAND STUDENTS, OR BAND-RELATED ACTIVITIES.

ARTICLE VIII

BOOKS AND RECORDS

THE CORPORATION WILL KEEP CORRECT AND COMPLETE BOOKS AND RECORDS OF ACCOUNT, AND MINUTES OF ALL MEETINGS AND OTHER PROCEEDINGS, AS APPROPRIATE. ALL BOOKS AND RECORDS MAY BE INSPECTED BY ANY MEMBER IN GOOD STANDING, OR HIS AGENT OR ATTORNEY, FOR ANY PROPER PURPOSE AT ANY REASONABLE TIME. ALL FINANCIAL RECORDS AND ALL FINANCIAL INSTRUMENTS WILL BE REVIEWED ANNUALLY, PRIOR TO THE LAST MEETING OF THE FISCAL YEAR, AND REPORT MADE AT THAT MEETING. UPON COMPLETION OF INCOME TAXES, AND PRIOR TO FILING, SAID TAXES WILL BE PRESENTED TO THE BOARD.

ARTICLE IX

FISCAL YEAR

THE FISCAL YEAR OF THE CORPORATION WILL BEGIN ON JUNE 1 AND END ON MAY 31.

ARTICLE X

WAIVER OF NOTICE

WHENEVER ANY NOTICE IS REQUIRED TO BE GIVEN UNDER THE PROVISIONS OF THE GENERAL NON-PROFIT CORPORATION LAW OF CALIFORNIA, OR UNDER THE PROVISIONS OF THE ARTICLES OF INCORPORATION, OR THE BYLAWS OF THE CORPORATION, A WAIVER THEREOF IN WRITING, SIGNED BY THE PERSON OR PERSONS ENTITLED TO SUCH NOTICE, WHETHER BEFORE OF AFTER THE TIME STATED THEREIN, WILL BE DEEMED EQUIVALENT TO THE GIVING OF SUCH NOTICE.

ARTICLE XI

AMENDMENTS TO BYLAWS

ANY CHANGE TO THE BYLAWS WILL BE PRESENTED AND VOTED UPON AT THE ANNUAL OR A SPECIAL GENERAL MEMBERSHIP MEETING. THE PROPOSED CHANGE MUST HAVE BEEN PRESENTED IN WRITING TO ALL MEMBERS AT LEAST 30 DAYS PRIOR TO THE MEETING. PASSAGE REQUIRES A TWO-THIRDS MAJORITY OF THOSE MEMBERS IN GOOD STANDING PRESENT AT THE MEETING.

Internal Revenue Service

Date: February 20, 2004

Napa Band Boosters Club
% WM Crane
PO Box 2133
Napa, CA 94558-0213

Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

Person to Contact:

Ms. E. Eckert ID 31-07436
Customer Service Specialist

Toll Free Telephone Number:

8:00 a.m. to 6:30 p.m. EST

877-829-5500

Fax Number:

513-263-3756

Federal Identification Number:

94-6102864

Dear Sir or Madam:

This is in response to your request of February 20, 2004, regarding your organization's tax-exempt status.

In July 1963 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in section 509(a)(3).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Napa Band Boosters Club
94-6102864

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

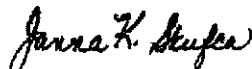
Section 6104 of the Internal Revenue Code requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. The law also requires organizations that received recognition of exemption on July 15, 1987, or later, to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. Organizations that received recognition of exemption before July 15, 1987, and had a copy of their exemption application on July 15, 1987, are also required to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. For additional information on disclosure requirements, please refer to Internal Revenue Bulletin 1999 - 17.

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

This letter affirms your organization's exempt status.

Sincerely,



Janna K. Skufca, Acting Director, TE/GE
Customer Account Services

FRUS
229
TAX ID # 94-610-2864

444585

ENDORSED
FILED

In the office of the Secretary of State
of the State of California

JAN 17 1963
FRANK M. ARDAN, Secretary of State
By G. E. SWEENEY, Deputy

ARTICLES OF INCORPORATION
OF
NAPA BAND BOOSTER CLUB

-oOo-

FIRST: That the name of said corporation is,
"NAPA BAND BOOSTER CLUB".

SECOND: (a) The specific and primary purpose for
which this club is organized and operated is the promotion
and maintaining of the Napa Senior High School and Junior
College Band.

(b) The general purposes for which this corporation
is formed are to raise funds to maintain the Napa Senior
High School and Junior College Band; provide, purchase and
repair uniforms; to assist in providing travel expenses for
the band; to boost and gain support from the citizens of
Napa on behalf of the marching band, and to advance the
interests and welfare of the band at all times.

(c) This corporation shall have and exercise all rights
and powers conferred on corporations under the laws of the
State of California, provided, however, that this corporation
is not empowered to engage in any activity which in of itself
is not in furtherance of its purposes set forth in subpara-
graphs (a) and (b) of this Article Second.

(d) No part of the net earnings, properties or assets
of this corporation, on dissolution or otherwise, shall enure
to the benefit of any private person or individual or any
member or director of this corporation, and on liquidation
or dissolution, all properties and assets of this corporation
remaining after paying or providing for all debts shall be
distributed and paid over to the Napa Union High School

and secretary respectively of NAPA BAND BOOSTER CLUB,
an unincorporated association, have executed these
articles.

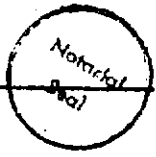
\$ Alton E. Wilson
President

\$ Virginia M. Forloine
Secretary

STATE OF CALIFORNIA }
COUNTY OF NAPA } ss.

On this 22nd day of October, 1962, before me
the undersigned Notary Public for the County of Napa,
State of California, personally appeared ALTON E. WILSON and
VIRGINIA M. FORLOINE, known to me to be the president and sec-
retary respectively of the NAPA BAND BOOSTER CLUB, an unin-
corporated association, known to me to be the persons whose
names are subscribed to the foregoing Articles of Incorpora-
tion and acknowledged to me that they executed the same on
behalf of said non-incorporated association.

Seal

SHELDON RUTHERFORD 

SHELDON RUTHERFORD
Notary Public for
said County and State

~~Subscribed and sworn to~~
~~before me this _____~~
~~day of October, 1962.~~

~~Notary Public in and for~~
~~the County of Napa, State~~
~~of California~~

NAPA HIGH SCHOOL

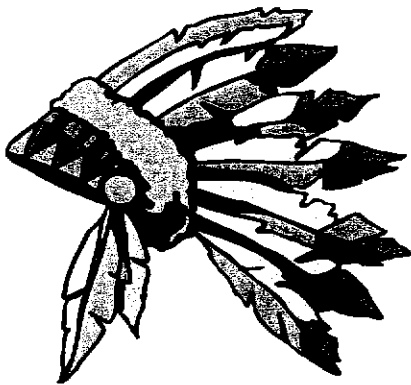
Band Boosters

~ Financial and Club Operation History ~

- 501 (c) (3) Status and Tax Identification Number
- Banking Information and Authorization
- By-Laws, Statement of Purpose, Official Name of Organization
- Board of Directors/Club Officers
- Annual Notification of Meeting Time, Dates and Location
- Annual Meeting Minutes and Budget Approval
- Annual Budget Expenditures
- Miscellaneous Club Information



NAPA HIGH SCHOOL



BAND BOOSTERS

1	501 (c) (3) Status and Tax Identification Number
2	Banking Information and Authorization
3	By-Laws, Statement of Purpose, Official Name of Organization
4	Board of Directors / Club Officers
5	Annual Notification of Meeting Time, Dates and Location
6	Annual Meeting Minutes and Budget Approval
7	Annual Budget Expenditures
8	Miscellaneous Club Information

Napa Band Booster Club Bank Information

We have bank accounts at Umpqua Bank - General, Student and BINGO. The signers are Elizabeth Bosch, Marc DeMatteo and Kathleen O'Dowd.

We have CDs that are managed by UBS - they generally roll over every 3 to 6 months. The advisor is Misty Tarver 707-254-1515

President

Elizabeth Bosch
3432 Crestview Way
Napa, CA 94558
707-257-6627

Vice-President

Marc DeMatteo
3733 Oxford St
Napa, CA 94558
707-224-2779

Treasurer

Kathy O'Dowd
3478 Quail Ct
Napa, CA 94558
707-226-8968

Napa Valley Unified SD

Board Policy

BP 3580

Business and Noninstructional Operations

District Records

School district records shall be developed, maintained and disposed of according to the requirements of law and the regulations of the State Department of Education.

The Superintendent or designee shall establish appropriate regulations so that district personnel will know which documents are records and which are not; which records are permanent, optional, or disposable; and how each type of record is to be maintained or destroyed. The Superintendent or designee shall ensure the confidentiality of each kind of record as permitted or required by law.

Legal Reference:

EDUCATION CODE

35145 Public meetings

35163 Official actions, minutes and journal

35250-35255 Records and reports

44031 Personnel file contents and inspection

49065 Reasonable charge for transcripts

CODE OF REGULATIONS, TITLE 5

432 Varieties of pupil records

16020-16022 Records-general provisions

16023-16027 Retention of records

GOVERNMENT CODE

6252-6265 Inspection of public records

Policy NAPA VALLEY UNIFIED SCHOOL DISTRICT

adopted: December 19, 1996 Napa, California

Napa Valley Unified SD

Administrative Regulation

AR 3580

Business and Noninstructional Operations

District Records

The Superintendent or designee shall ensure that appropriate computer software is used to safeguard any data stored on computers, including computers connected to networks. To further prevent the damage or theft of data, computers and related equipment, he/she shall maintain complete and accurate inventories, specify user responsibilities for damages, and provide appropriate supervision in areas where computers are used.

Before January 1, the Superintendent or designee shall review documents and papers originating during the prior school year and classify them as Class 1 (~~Permanent~~), Class 2 (Optional), or Class 3 (Disposable). Records of continuing nature (active and useful for administrative, legal, fiscal or other purposes over a period of years) shall not be classified until such usefulness has ceased. A student's cumulative record is a continuing record until the student ceases to be enrolled in the district. (Title 5, Section 16022).

1. Class 1 - Permanent Record

The original of each of the following records, or one exact copy of it when the original is required by law to be filed with another agency, is a Class 1 (Permanent) Record and shall be retained indefinitely unless microfilmed in accordance with the Code or Regulations, Title 5, Section 16022:

1. Annual Reports

- a. Official budget
- b. Financial reports of all funds, including cafeteria and student body funds
- c. Audit of all funds
- d. Average daily attendance, including Period 1 and Period 2 reports
- e. Other major annual reports, including:

(1) Those containing information relating to property, activities, financial condition or transactions

(2) Those declared by Governing Board minutes to be permanent

2. Official Actions

- a. Minutes of the Board or Board committees, including the text of rules, regulations, policies or resolutions included by reference only
- b. The call for and the result of any elections called, conducted or canvassed by the Board
- c. Records transmitted by another agency pertaining to its action with respect to district reorganization

3. Personnel Records

(1) Employees

All detailed records relating to employment, assignment, amounts and dates of service rendered, termination or dismissal of an employee in any position, sick leave record, rate of compensation, salaries or wages paid, deductions or withholdings made and the person or agency to whom such amounts were paid. In lieu of the detailed records, a complete proven summary payroll record for each employee containing the same data may be classified as Class 1 (Permanent), and the detailed records may then be classified as Class 3 (Disposable).

Information of a derogatory nature as defined in Education Code 44031 shall be Class 1 (Permanent) only when the time for filing a grievance has passed or the document has been sustained by the grievance process.

(2) Students

The records of enrollment and scholarship for each student required by Title 5, Section 432, and all records pertaining to any accident or injury involving a minor for which a claim for damages had been filed as required by law. This includes any related policy of liability insurance except that these records cease to be Class 1 (Permanent) one year after the claim has been settled or the statute of limitations has run.

4. Property Records

All detailed records relating to land, buildings, and equipment. In lieu of detailed records, a complete property ledger may be classified as Class 1 (Permanent). The detailed records may then be classified as Class 3 (Disposable) if the property ledger includes all fixed assets, an equipment inventory and, for each piece of property, the date of acquisition, name of previous owner, a legal description, the amount paid, and comparable data if the unit is disposed of.

2. Class 2 - Optional Records

Any record considered worth keeping, but which is not a Class 1 record, may be classified as Class 2 (Optional) and shall be retained until it is reclassified as Class 3 (Disposable). If by agreement of the Board and Superintendent or designee, classification of the prior year records has not been made before January 1, all records of the prior year may be classified Class 2 (Optional) until they are classified as required by Title 5, Section 16022. Such classification must occur within one year.

3. Class 3 - Disposable Records

All records not classified as Class 1 (Permanent) or as Class 2 (Optional) shall be classified as Class 3 (Disposable). These include but are not limited to: detailed records basic to audit, including those relating to attendance, average daily attendance, or business or financial transactions; detailed records used in preparing another report; teachers' registers if all information required by Title 5, Section 432 is retained in other records or if the General Records pages are removed from the register and classified as Class 1 (Permanent); and periodic reports, including daily, weekly and monthly reports, bulletins and instructions.

Class 3 (Disposable) records shall be destroyed during the third school year after the later of the following:

- a. The completion of any legally required audit.
- b. The retention period required by any agency other than the State of California.
- c. The school year in which the records originated.

Policy NAPA VALLEY UNIFIED SCHOOL DISTRICT

adopted: December 19, 1996 Napa, California

NO MR
page

Napa Valley Unified SD

Board Policy

BP 3290

Business and Noninstructional Operations

Gifts, Grants And Bequests

The Governing Board may accept any bequest or gift of money or property on behalf of the district. While greatly appreciating suitable donations, the Board discourages any gifts which may directly or indirectly impair its commitment to providing equal educational opportunities for all district students.

Before accepting a gift, the Board shall consider the following criteria:

1. Is consistent with the district's vision and philosophy
2. Implies endorsement of any business or product.
3. The gift should have present or future educational value.
4. Where practicable, gifts will be clearly labeled as such in a permanent manner.
5. Sizable gifts, grants and bequests should be referred to the Superintendent and at his/her discretion, to the Board of Education.
6. Not entail undesirable or hidden costs.
7. Place no restrictions on the school program.
8. Not be inappropriate or harmful to the best education of students.
9. Not conflict with any provision of the school code or public law.
10. Have a purpose consistent with those of the district.
11. Computer Donations: Recognizing the rapid advances in computer technology, the District respectfully requests that computers will be in good operating condition and will fill an educational need.

The Board shall carefully evaluate any conditions or restrictions imposed by the donor in light of district philosophy and operations. If the Board feels the district will be unable to fully satisfy the donor's conditions, the gift shall not be accepted.

Gift books and instructional materials shall be accepted only if they meet regular district criteria.

All gifts, grants and bequests shall become district property.

Legal Reference:

EDUCATION CODE

1834 Acquisition of materials and apparatus

35162 Power to sue, be sued, hold and convey property

41030 School district may invest surplus monies from bequest or gifts

41031 Special fund or account in county treasury

41032 Authority of school board to accept gift or bequest; investments; gift of land requirements

Policy NAPA VALLEY UNIFIED SCHOOL DISTRICT

adopted: December 19, 1996 Napa, California

Solicitation

Education Code

Education Code

EC 51521

Solicitation

No person shall solicit any other person to contribute to any fund or to purchase any item of personal property, upon the representation that the money received is to be used wholly or in part for the benefit of any public school or the student body of any public school, unless such person obtains the prior written approval of either the governing board of the school district in which such solicitation is to be made or the governing board of the school district having jurisdiction over the school or student body represented to be benefited by such solicitation, or the designee of either of such boards.

The prohibitions of this section shall not apply with respect to any solicitation or contribution the total proceeds of which are delivered to a public school, nor to a solicitation of a transfer to be effected by a testamentary act.

(Enacted by Stats. 1976, Ch. 1010.)

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Napa Valley Unified SD

Board Policy

BP 1321

Community Relations

Solicitation Of Funds From And By Students

School Fundraising Activities

Fundraising activities may be conducted by school PTA/Parent Clubs, Booster Clubs, and by student organizations in middle and high schools to benefit the educational program if they have the prior approval of the school principal. A fundraiser may benefit the school as a whole or an individual class or school program. Regulations will be established to protect the student, staff, and community interests, minimize the loss of instructional time, and assure proper accounting procedures.

Soliciting Funds from/by Students by Non-School Agencies

Fundraising drives or solicitation of students are not to be conducted by non-school agencies or for non-school activities on school premises during school hours or within one hour before the opening or one hour after the closing of school, except as provided by law and approved by the Board of Education. Procedures shall be established to provide for the review and consideration for district approval of non-school related solicitations which meet the requirements of law and which might provide a significant benefit to the school or community.

For the purpose of this policy, participation in non-school-related fundraising contests such as "walk-a-thons" and "bike-a-thons" shall be considered to be solicitations.

For policies related to solicitations by school groups, see policy 1211, "School Fund Raising Activities."

Legal Reference:

EDUCATION CODE

48932 -48938 Authorization for activities by student organizations; fundraising

51520 Prohibited solicitations on school premises (except such nonpartisan, charitable organizations as approved by the governing board)

51521 Unlawful solicitations of contribution or purchase of personal property for benefit of public school or student body; exception

BUSINESS AND PROFESSIONS CODE

17510-17510.7 Charitable solicitations

CODE OF REGULATIONS, TITLE 8

11706 Dangerous activities and occupations

Policy NAPA VALLEY UNIFIED SCHOOL DISTRICT

Adopted: December 19, 1996 Napa, California

Napa Valley Unified SD

Administrative Regulation

AR 1321

Community Relations

Solicitation Of Funds From And By Students

School Fundraising Activities

1. Fundraising activities shall be subject to the prior approval of the school principal. The principal's evaluation will include, but not be limited to, the following considerations:
(Education Code 48937)

Ñ Student safety

Ñ Potential liability

Ñ The benefit to the school or school program of the proposed activity

Ñ The potential impact on the educational program of the school

Ñ The potential for interruption of the school program

Ñ Whether the proposed activity is age-appropriate if students are to be involved

Ñ The number of activities already conducted or planned

Ñ The plan for fiscal accountability and audit

Ñ Prior experience or knowledge of the proposed activity or vendor

2. All fundraisers will be authorized and conducted by the school's PTA, Parent Club, Booster Club, or student body organizations in the middle and high schools.

3. Student participation in fundraisers must be voluntary and may not influence academic credit or grades, or limit a student's access to school-related activities.

4) Funds raised by Parent Clubs or PTAs will be managed as follows:

a. No less than two persons officially authorized by the PTA/Parent Club will be responsible for the collection, deposit, and accounting of funds.

b. Funds will be counted daily and promptly deposited in the PTA or Parent Club's account.

c. During the fundraising activity, a daily record of receipts and deposits will be provided to the school principal and PTA/Parent Club President weekly.

d. A final report of receipts and deposits will be provided to the principal and PTA/Parent Club President within 14 days of the culmination of the fundraising activity and reported to the PTA/Parent Club Board at the next Board meeting.

5. Funds raised by student body organizations must be managed and accounted for according to the procedures described in Accounting Procedures for Student Organizations, School Business Administration Publication #3 of the California State Department of Education.

6. No more than two major schoolwide fundraisers requiring the services of professional vendors involving student sales in the community will be conducted in any school year in any elementary school.

7. Fundraisers involving selling by elementary students will require written parent permission, and students will be encouraged to sell to family and friends or to be supervised by an adult when selling door-to-door.

8. The proposed expenditures/budget for funds raised by PTAs/Parent Clubs/student body organizations must be approved for appropriateness by the school principal. (Education Code 48933)

Soliciting Funds/Goods by Non-School Agencies

The distribution of promotional material or sale of goods other than those having received district approval or authorized by district policy shall not be permitted on school premises during school hours or within one hour before the opening or one hour after the closing of school.

Requests from non-school organizations for approval to solicit funds or goods from students shall be referred to the appropriate district Director who will apply the following criteria:

1. Is the requesting party a nonpartisan organization organized for charitable purposes by an Act of Congress or under the laws of the state?
2. Is the purpose of the solicitation nonpartisan and charitable?
3. Can the solicitation be scheduled and conducted in such a manner as to reduce to a minimum interruption of regular school activities?
4. If approved, will the solicitation be voluntary and will no distinction between contributors and noncontributors be made?
5. If a product or service is promoted, is it consistent with the standards of the community and the educational goals of the school?

If the solicitation is found to meet all of the above criteria and receives district approval, the approval will be communicated in writing to school principals who will be responsible for arranging the method and times of solicitation.

Regulation NAPA VALLEY UNIFIED SCHOOL DISTRICT

Adopted: December 19, 1996 Napa, California

Napa Valley Unified SD

Board Policy

BP 1230

Community Relations

School-Connected Organizations

The Governing Board recognizes that parents/guardians may wish to organize clubs for the purpose of supporting the educational program and/or extracurricular programs such as athletic teams, debate teams, and musical groups. The Board supports such activities and welcomes parental interest and participation. Parent/guardian clubs shall be especially careful not to seek advantages for the activities they support if those advantages might be detrimental to other school programs.

The Board requires that parent/guardian clubs submit a written statement of purpose and bylaws to principals. The Board recognizes that these organizations are independent of the school or district. In order to protect the district and students, the Superintendent or designee may establish appropriate controls for the relationship between such organizations and the district.

(cf. 1321 - Solicitation of Funds)

(cf. 3290 - Gifts, Grants and Bequests)

Legal Reference:

EDUCATION CODE

38131 Use of civic center by public

38134 Groups which may use school facilities without charge

35160 Authority of governing boards

Management Resources:

LEGAL ADVISORIES

1101.89 School District Liability and "Hold Harmless" Agreements, LO: 4-89

Policy NAPA VALLEY UNIFIED SCHOOL DISTRICT

Adopted: December 19, 1996 Napa, California

Napa Valley Unified SD

Administrative Regulation

AR 1230

Community Relations

School-Connected Organizations

Requests to local school sites for authorization as a school-connected organization shall contain:

1. The name of the organization.
2. The date of application.
3. Membership quotas or qualifications.
4. The names, addresses and phone numbers of all officers.
5. A brief description of the organization's purpose.
6. A list of specific annual objectives.
7. The name of the bank where the group's account will be located and the names of those authorized to withdraw funds.
8. The signature of a site administrator who supports the request for authorization.
9. Desired use for any money remaining at the end of the year if the organization is not continued or authorized to continue in the future.
10. Evidence of liability insurance as required by law.

(cf. 1330 - Use of School Facilities)

Authorizations may be subject to review annually.

Any program, fund-raiser or other activity sponsored by parent/ guardian clubs shall be authorized and conducted according to Board policy, administrative regulations and school rules. Announcements of events and related parent/guardian permission slips shall clearly indicate that the activity or event is sponsored by the parent/guardian organization, not by the school or district.

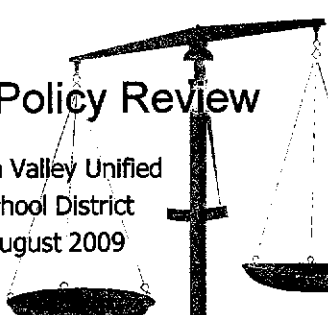
(cf. 3541.1 - Transportation: School-Related Trips)

Parent/guardian clubs shall not hire district employees without prior approval of the appropriate administrator.

School-connected organizations shall present the principal or designee an annual financial statement showing all expenditures and all income from fund-raisers. School-connected organizations automatically grant the school/district the right to audit their financial records at any time, either by district personnel or by a CPA.

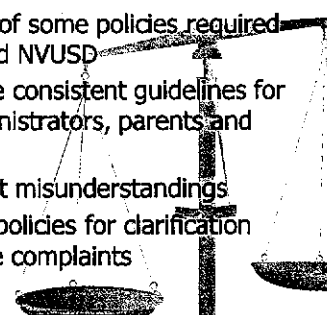
Regulation NAPA VALLEY UNIFIED SCHOOL DISTRICT

Adopted: December 19, 1996 Napa, California



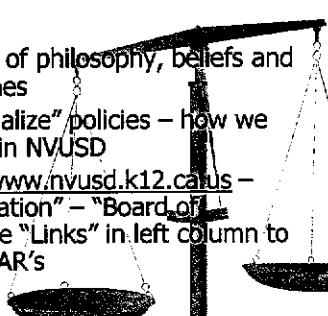
Annual Policy Review

Napa Valley Unified
School District
August 2009



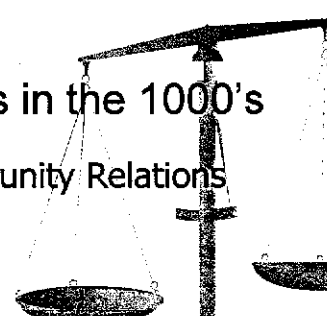
Why Review?

- Annual review of some policies required by Ed Code and NVUSD
- Policies provide consistent guidelines for teachers, administrators, parents and students
- Policies prevent misunderstandings
- "Fall back" on policies for clarification when there are complaints

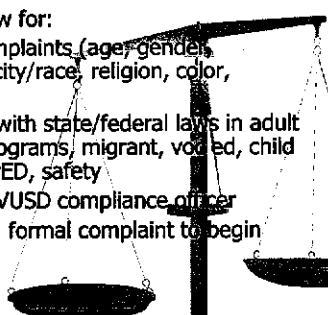


Board Policies (BP) and Administrative Regulation (AR)

- BP – Statement of philosophy, beliefs and general guidelines
- AR - "Operationalize" policies – how we carry them out in NVUSD
- Both found at www.nvUSD.k12.ca.us – "District Information" – "Board of Education" – see "Links" in left column to access policies/AR's



Policies in the 1000's Community Relations



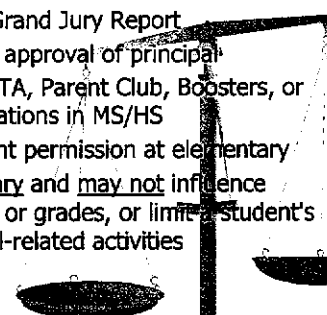
BP/AR 1312.3 Uniform Complaint Procedures

Procedures we follow for:

- discrimination complaints (age, gender, orientation, ethnicity/race, religion, color, disability)
- failure to comply with state/federal laws in adult ed, categorical programs, migrant, voo ed, child care, nutrition, SPED, safety

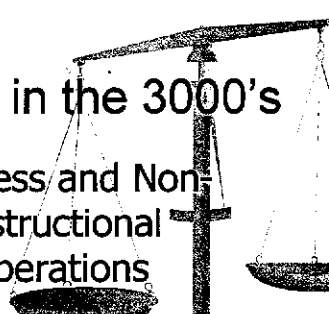
Sharyn Lindsey is NVUSD compliance officer

- Must file a written formal complaint to begin procedure

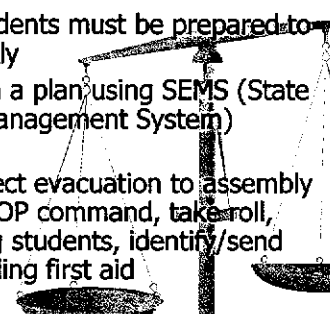


BP/AR 1321 School Fundraising Activities

- Cited in 08-09 Grand Jury Report
- Must have prior approval of principal
- Conducted by PTA, Parent Club, Boosters, or student organizations in MS/HS
- Must have parent permission at elementary
- must be voluntary and may not influence academic credit or grades, or limit student's access to school-related activities

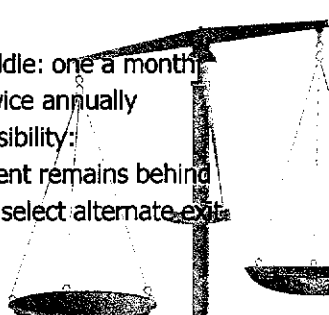


Policies in the 3000's
Business and Non-Instructional Operations



BP/AR 3516 Emergencies & Disaster Preparedness

- All staff & students must be prepared to respond quickly
- Must maintain a plan using SEMS (State Emergency Management System) guidelines
- Teachers: direct evacuation to assembly area, give DROP command, take roll, report missing students, identify/send students needing first aid



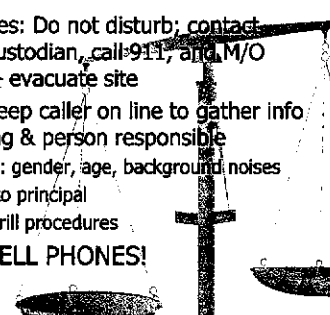
BP3516.1
Fire Drills and Fires

Drills:

- Elementary/Middle: one a month
- High School: twice annually

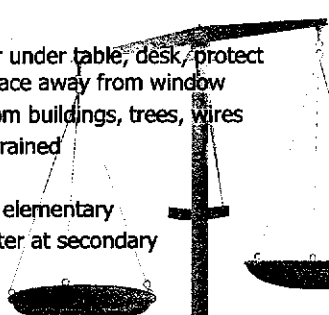
Teachers Responsibility:

- Ensure no student remains behind
- Be prepared to select alternate exit



BP/AR 3516.2 Incendiary Devices and Bomb Threats

- Incendiary Devices: Do not disturb; contact principal, head custodian, call 911, and M/O Office @ x3538 – evacuate site
- Bomb Threats: keep caller on line to gather info re: location/timing & person responsible
 - Try to determine: gender, age, background noises
 - Call 911, report to principal
 - Implement fire drill procedures
 - **TURN OFF CELL PHONES!**



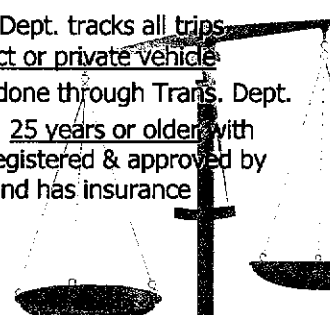
BP/AR 3516.3 Earthquake Emergency Procedure System

DROP Procedure

- Inside: take cover under table, desk, protect head with arms, face away from window
- Outside: move from buildings, trees, wires
- All staff must be trained

Earthquake Drills:

- Once quarterly at elementary
- Once each semester at secondary

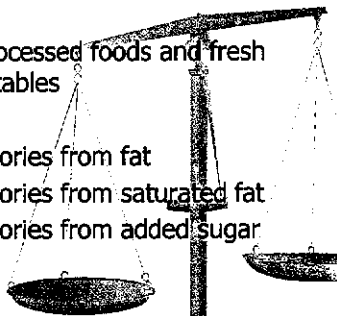


BP/AR 3541.1 Transportation for School-Related Trips

- NVUSD Trans. Dept. tracks all trips including district or private vehicle
- All scheduling done through Trans. Dept.
- Private drivers: **25 years or older** with good record, registered & approved by Trans. Dept., and has insurance

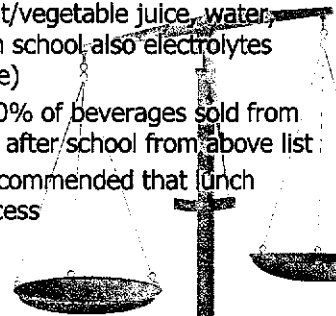
BP/AR 3550 Food Service

- Priority to unprocessed foods and fresh fruits and vegetables
- Not more than:
 - 35% total calories from fat
 - 10% total calories from saturated fat
 - 35% total calories from added sugar



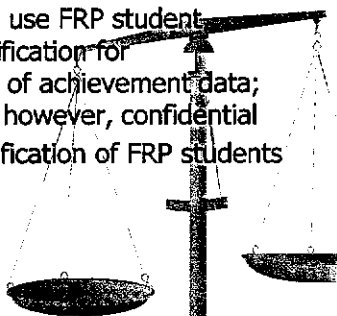
BP/AR 3550 Food Service

- Beverages: fruit/vegetable juice, water, milk, (+ in high school also electrolytes with no caffeine)
- High School: 50% of beverages sold from ½ hr before or after school from above list
- Elementary: recommended that lunch follow noon recess



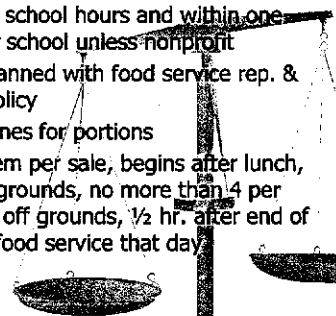
BP/AR 3553 Free & Reduced Price Meals

- Teachers: may use FRP student eligibility identification for disaggregation of achievement data; information is, however, confidential
- No overt identification of FRP students



BP/AR 3554 Other Food Sales

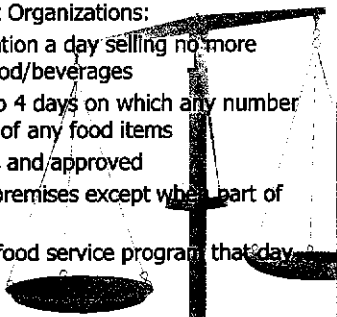
- Prohibited during school hours and within one hour before/after school unless nonprofit
- Fund Raising : planned with food service rep. & compliant with policy
- Policy has guidelines for portions
- K-8 : one food item per sale, begins after lunch, not prepared on grounds, no more than 4 per year, takes place off grounds, ½ hr. after end of day, not sold by food service that day



BP/AR 3554 Other Food Sales

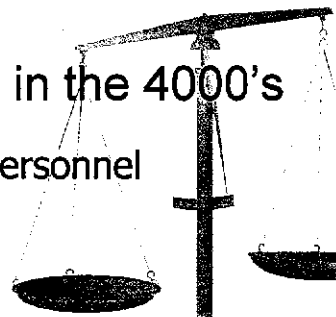
High School Student Organizations:

- Only one organization a day selling no more than 3 types of food/beverages
- EXCEPTION: Up to 4 days on which any number may conduct sale of any food items
- Must be nutritious and approved
- Not prepared on premises except when part of Culinary Arts
- Items not sold in food service program that day



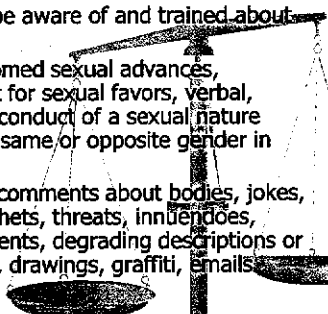
Policies in the 4000's

Personnel



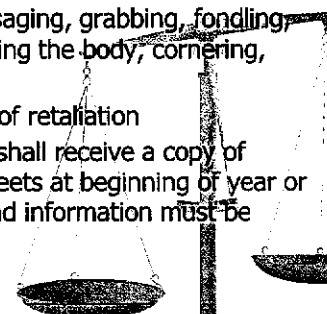
BP/AR 4019.11
Sexual Harassment - Employees

- Employees must be aware of and trained about policy
- Includes: unwelcomed sexual advances, unwanted request for sexual favors, verbal, visual or physical conduct of a sexual nature against person of same or opposite gender in the work setting
- Includes: flirting, comments about bodies, jokes, stories, slurs, epithets, threats, innuendoes, derogatory comments, degrading descriptions or spreading rumors, drawings, graffiti, emails



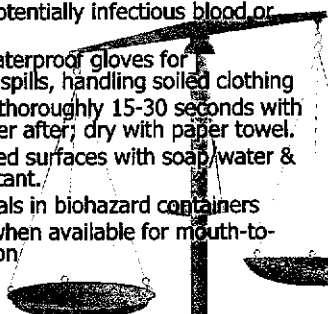
BP/AR 4019.11
Sexual Harassment

- Includes: massaging, grabbing, fondling, stroking/brushing the body, cornering, blocking
- Includes: acts of retaliation
- All employees shall receive a copy of information sheets at beginning of year or when hired, and information must be posted

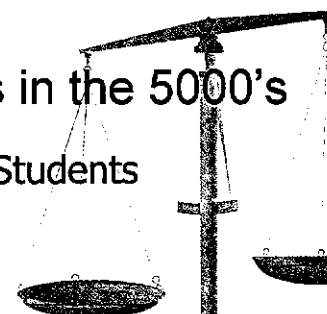


BP/AR 4019.43
Universal Precautions

- Protection from potentially infectious blood or body fluids
- Use disposable waterproof gloves for nosebleeds, cuts, spills, handling soiled clothing
- Wash hands/skin thoroughly 15-30 seconds with soap & warm water after; dry with paper towel.
- Clean contaminated surfaces with soap/water & bleach or disinfectant.
- Dispose of materials in biohazard containers
- Use mouthpiece when available for mouth-to-mouth resuscitation

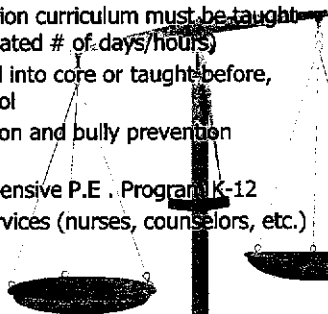


Policies in the 5000's
Students



BP/AR 5030 Wellness

- K-12 health/nutrition curriculum must be taught (NOTE: no designated # of days/hours)
- May be integrated into core or taught before, during, after school
- Character Education and bully prevention provided K-12
- Includes comprehensive P.E. Program K-12
- Provide health services (nurses, counselors, etc.)

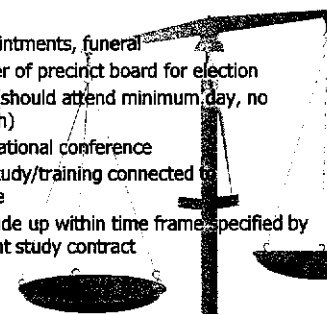


BP/AR 5113
Absences and Excuses

Excused:

- illness, doctor appointments, funeral
- jury duty or member of precinct board for election
- religious exercises (should attend minimum day, no more than 4x month)
- attendance at educational conference
- supervised travel/study/training connected to educational purpose

School work/tests: made up within time frame specified by teacher/independent study contract



BP/AR 5121 Grades Evaluation of Student Achievement

- Grades measure academic achievement only, & not effort, attendance, behavior
- Grades based on clear & stable standards
- PE grade not adversely affected if student because of circumstances beyond his/her control does not wear PE apparel.
- Gr. 6-12 students must earn 2.0 for athletics
- Gr. 6-8 Athletics: No "F"s
- Grades may not be reduced or lose credit for any excused absence when work completed within reasonable period.

BP/AR 5121 Grades Evaluation of Student Achievement

- | | |
|---------------------|-------------------------|
| Secondary: | Elementary |
| ■ A = 4.0 = 90-100% | ■ 6 = Advanced |
| ■ B = 3.0 = 80-89% | ■ 5 = Above Grade Level |
| ■ C = 2.0 = 70-79% | ■ 4 = Proficient |
| ■ D = 1.0 = 60-69% | ■ 3 = Basic |
| ■ F = 0 = <60% | ■ 2 = Below Basic |
| | ■ 1 = FBB |

BP/AR 5121 Grades Evaluation of Student Achievement

- Parent must be notified in a timely manner if a student is in danger of failing by written progress report (copy in @JM folder) – may arrange conference with parents
- Incomplete ("I") – 6 week timeline (while school is in session) to replace with a grade before "I" becomes "F"
- Special conditions apply to students in foster care
- Must separate citizenship, effort, and attendance from academic achievement

BP/AR 5123 Promotion/Acceleration/Retention

- Retention in K only with parent permission
- Retention between gr. 2-3 and 3-4 based on reading proficiency
- Retention between gr. 4-5, 5-6, 8-9 based on ELA and math
- Retention only after interventions in place & SST
- For EL's: consider length of time in program and ELD assessment data
- Always notify parents asap during year

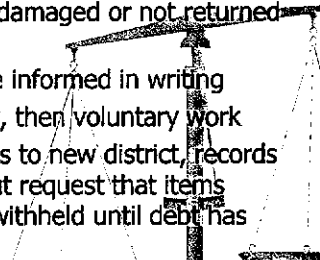
BP/AR 5125 Student Records

- Confidential
- Not to include: informal notes, records of SRO's
- Mandatory inclusions: health information, SPED programs, language training, progress notices, parent stipulations about access/authorization/denial of program participation, test results, expulsion
- Policy lists who may have access

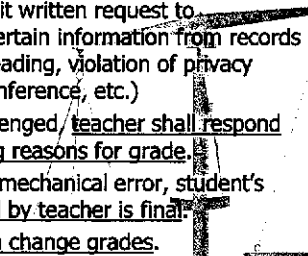
BP/AR 5125.1 Release of Directory Information

- Administration may release student information to media, employers or nonprofits unless prohibited by parents/guardians (name, address, phone, birth date, field of study, activities/sports, weight/height, attendance, degrees awarded)
- School release must have approval of Asst. Superintendent of Instruction
- No release allowed to a private profit-making entity other than employers or news media.

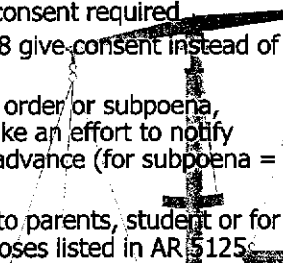
AR 5125.2 Withholding Grades, Diplomas or Transcripts

- When property damaged or not returned upon demand
 - Parents must be informed in writing
 - If unable to pay, then voluntary work
 - If student moves to new district, records must be sent but request that items continue to be withheld until debt has been cleared
- 

AR 5125.3 Challenging Student Records

- Parent may submit written request to correct/remove certain information from records (inaccurate, misleading, violation of privacy unsubstantiated inference, etc.)
 - If a grade is challenged, teacher shall respond orally or in writing reasons for grade.
 - Unless clerical or mechanical error, student's grade determined by teacher is final.
 - Only teachers can change grades.
- 

AR 5125.4 Release of Student Records

- Written parent consent required
 - Students over 18 give consent instead of parents
 - In case of court order or subpoena, district must make an effort to notify parent/pupil in advance (for subpoena = within 3 days)
 - Does not apply to parents, student or for the limited purposes listed in AR 5125.3
- 

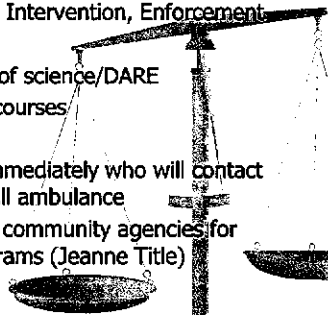
BP/AR 5131.6 Tobacco, Alcohol and Other Drugs

3 Parts: Prevention, Intervention, Enforcement

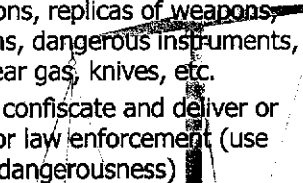
Prevention:

- Elementary: Part of science/DARE
- Gr. 6-12: Health courses

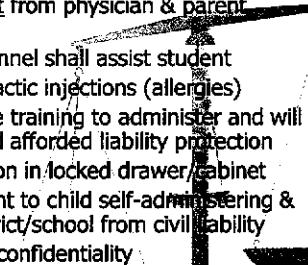
Intervention:

- Notify principal immediately who will contact parents and/or call ambulance
 - Partnerships with community agencies for intervention programs (Jeanne Title)
- 

BP/AR 5131.7 Weapons & Dangerous Instruments

- Prohibits: weapons, replicas of weapons, imitation firearms, dangerous instruments, pepper spray, tear gas, knives, etc.
 - Employees may confiscate and deliver or notify principal or law enforcement (use judgment as to dangerousness)
- 

BP 5141.21 Administering Medication

- Written statement from physician & parent required
 - Designated personnel shall assist student
 - Includes anaphylactic injections (allergies)
 - Staff must receive training to administer and will be authorized and afforded liability protection
 - Keep all medication in locked drawer/cabinet
 - Parent can consent to child self-administering & must release district/school from civil liability
 - Maintain student confidentiality
- 

BP/AR 5141.4 Child Abuse Reporting

- We are mandated reporters (we have absolute immunity – not civilly or criminally liable for filing)
- Must report known or suspected abuse to child protective agency by phone immediately and in writing within 36 hours on a Department of Justice form (DOJ SS 8572)
- CPS Phone Number: 253-4261
- Employees are encouraged, but not required, to notify site administrator asap after reporting
- Failure to report = misdemeanor punishable by confinement in jail for up to 6 months, a fine of up to \$1000 or both

BP/AR 5144 Discipline

- Site-level rules shall be reviewed at least every 4 years
- No corporal punishment
- Community service on school grounds allowed during nonschool hours
- Teacher may restrict student's recess time – student must have time to use rest room, get drink or eat lunch
- After school detention up to one hour (notify parents one day in advance) – may serve detention on Saturday
- Must be supervised by certificated employee
- Parents must be notified about school discipline rules

BP/AR 5144.1 Suspension/Expulsion

- **Suspension:** only imposed when other means of correction fail
- **On-Campus Suspension:** in many cases "better to keep student at school and provide supervision separate from regular classroom"
- **Alternatives to Suspension:** conferences, progressive discipline, SST, detention, referral to support staff
- If student suspended for obscene act, habitual profanity or vulgarity, disruption or defiance of authority, teacher may require parent/guardian to attend a portion of school day.

BP/AR 5144.1 Suspension/Expulsion

- Student may be suspended for acts while at school, going to/coming from school or school related activity during lunch on/off campus (no more than 5 consecutive days unless suspended by Board)
- Teacher may suspend a student for acts listed in 48900 (next slide) for day of suspension and the next
- Teacher must (1) notify principal and (2) telephone or write student's parents/guardian to attend a conference; administrator will attend conference if requested by teacher
- Teacher may require student to complete missed assignments/tests
- Principal shall inform teacher(s) of any student engaged in acts listed in 48900 a-g.

BP/AR 5144.2 Expulsion

Act must happen at school or school activity

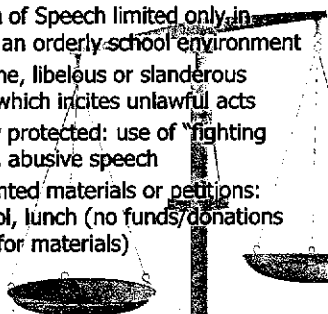
1. Caused/threatened serious injury
2. Possession of knife/dangerous object
3. Controlled substance – using, selling, paraphernalia
4. Robbery/extortion/vandalism
5. Possession/use of tobacco
6. Assault/battery, sexual assault/battery/harassment
7. Firearm, imitation firearm, explosive
8. Willfully defiant or disruptive
9. Hate violence
10. Obscene act, habitual profanity or vulgarity
11. Gang activity

BP/AR 5144.3 Suspension/Expulsion of SWD's

- Students with IEPs or 504 Plans
- Up to 10 consecutive days if immediate threat to safety; if truly dangerous may exceed 10 days if parent agrees and court order provides
- If misconduct caused by student's disabling condition, student shall not be expelled and will continue in current or alternative placement
- See policy for procedures and protocols

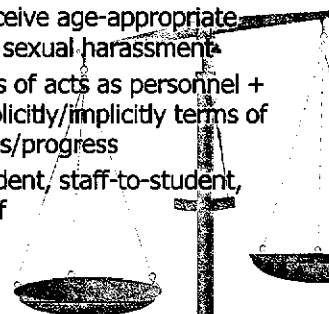
BP/AR 5145.2 Student Freedom of Speech/Expression: Publications Code

- Student: Freedom of Speech limited only in order to maintain an orderly school environment
- Prohibited: obscene, libelous or slanderous materials or that which incites unlawful acts
- Not constitutionally protected: use of "fighting word" or epithets, abusive speech
- Distribution of printed materials or petitions: before/after school, lunch (no funds/donations may be collected for materials)



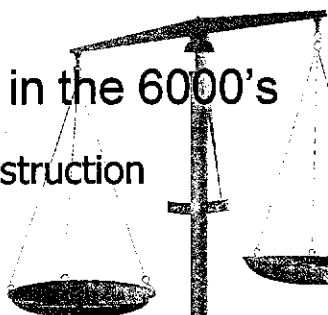
BP 5145.7 Sexual Harassment - Students

- All students receive age-appropriate information on sexual harassment
- Same examples of acts as personnel + submission explicitly/implicitly terms of academic status/progress
- Student-to-student, staff-to-student, student-to-staff



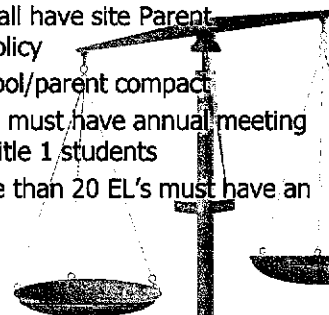
Policies in the 6000's

Instruction



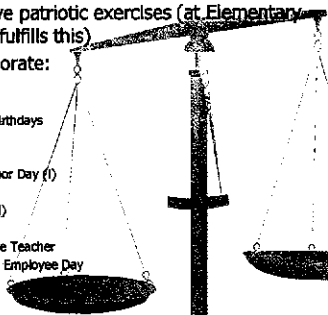
BP/AR 6020 Parent Involvement

- School Site: shall have site Parent Involvement policy
- Shall have school/parent compact
- Title 1 schools: must have annual meeting of parents of Title 1 students
- Sites with more than 20 EL's must have an ELAC



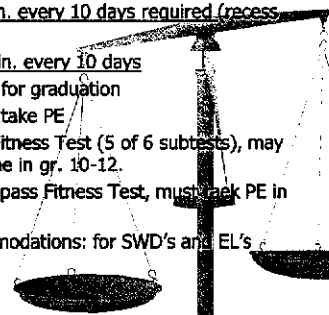
BP/AR 6115 Ceremonies and Observances

- Each school shall have patriotic exercises (at Elementary Pledge of Allegiance fulfills this)
- Observe or commemorate:
 - 9/17 - Constitution Day
 - Dr. M.L. King
 - Lincoln's & Washington's birthdays
 - 2/15 Susan B. Anthony
 - 3/5 Black American Day
 - 3/7 Conservation, Bird, Arbor Day (I)
 - 3/31 Cesar Chavez Day
 - 4/6 California Poppy Day (I)
 - 4/21 John Muir Day (I)
 - 2nd Wed. in May: Day of the Teacher
 - 3rd week of May: Classified Employee Day



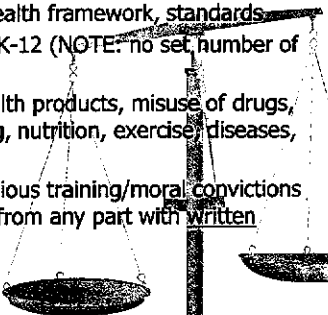
BP/AR 6142.7 Physical Education - DRAFT

- Elementary: 200 min. every 10 days required (recess does not count)
- Middle/High: 400 min. every 10 days
- Gr. 9-12: 20 credits for graduation
- All 9th graders must take PE
- If 9th graders pass Fitness Test (5 of 6 subtests), may take 2nd year anytime in gr. 10-12.
- If 9th graders do not pass Fitness Test, must take PE in 10th grade
- Fitness Test Accommodations: for SWD's and EL's



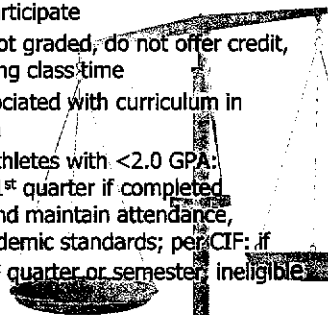
BP/AR 6142.8 Comprehensive Health Education

- Consistent with Health framework, standards
- Must be provided K-12 (NOTE: no set number of minutes)
- Topics: use of health products, misuse of drugs, oral/vision/hearing, nutrition, exercise, diseases, safety, HIV/AIDs
- Conflicts with religious training/moral convictions students excused from any part with written parent request



BP/AR 6145 Extracurricular and Cocurricular Activities

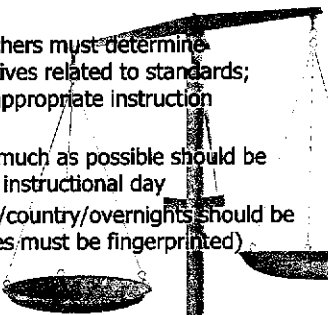
- 2.0 average to participate
- Extracurricular: not graded, do not offer credit, and not held during class time
- Cocurricular: associated with curriculum in regular classroom
- Entering 9th gr. athletes with <2.0 GPA: probationary for 1st quarter if completed summer school and maintain attendance, behavior and academic standards; per CIF: if <2.0 at end of 1st quarter or semester, ineligible



BP/AR 6153 Field Trips

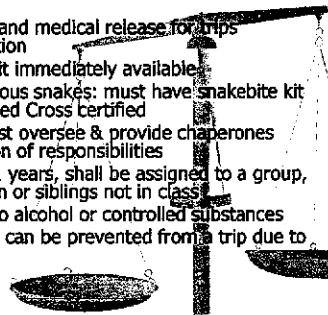
Two Types:

- Educational – teachers must determine educational objectives related to standards; teachers provide appropriate instruction before/after
- Recreational – as much as possible should be scheduled outside instructional day
- Major out-of-state/country/overnights should be limited (chaperones must be fingerprinted)



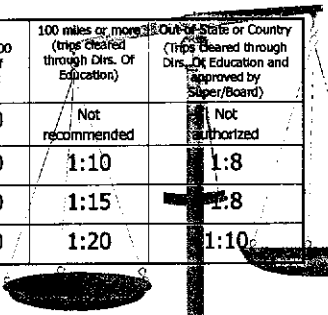
BP/AR 6153 Field Trips

- Parental permission and medical release for trips requiring transportation
- Must have first aid kit immediately available
- In areas with poisonous snakes: must have snakebite kit and teacher/agent Red Cross certified
- Certificated staff must oversee & provide chaperones with clear information of responsibilities
- Chaperones: over 21 years, shall be assigned to a group, no preschool children or siblings not in class
- Chaperones/Staff: No alcohol or controlled substances
- Funding: No student can be prevented from a trip due to lack of funding



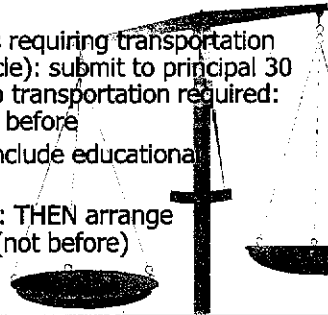
BP/AR 6153 Field Trips Adult-Student Ratios

	Within 100 miles of district	100 miles or more (trips cleared through Dirs. Of Education)	Out-of-State or Country (trips cleared through Dirs. Of Education and approved by Super/Board)
K-3	1:10	Not recommended	Not authorized
4-5/6	1:20	1:10	1:8
6/7-8	1:20	1:15	1:8
9-12	1:20	1:20	1:10



BP/AR 6153 Field Trips Principal Approval

- Teachers: Trips requiring transportation (including vehicle): submit to principal 30 days before; no transportation required: submit 10 days before
- Request shall include educational objectives
- Once approved: THEN arrange transportation (not before)



BP/AR 6153 Field Trips Board Approval Required

- Out-of-state/country, overnight, over 100 miles from district, commercial air/water
- Out-of-state/country limited to one during instructional time every other year.
- Only approved four times annually (Aug., Oct., Jan., March)
- Out-of-state submitted 2 months prior
- Out-of-country submitted 6 months prior

BP/AR 6153 Field Trips Non-School Sponsored Trips

- Trips to the snow
- Summer and post-graduation
- Employees MAY NOT solicit student participation during school hours – MUST notify principal and Dir. of Elem/Sec., and MUST provide documentation that students/parents/guardians know trip is not sponsored by NVUSD
- Staff promoting such trips must make this know to both students/parents/guardians

BP/AR 6154 Homework/Makeup Work

Each school shall develop site homework plan

Elementary:

- Primary = 30 min. avg. 4-5 days per week
- Intermediate = 45 min. avg. 4-5 days per week

Middle:

- 1 – 1½ hrs. avg. 4-5 days per week
- teachers should coordinate assignments

High:

- 2 – 2 ½ hrs. avg. 4-5 days per week

BP/AR 6158 Independent Study

- Parents must request in writing
- Long Term: Through NV Alternative
- Short Term: Minimum = 5 days; no more than 20 days
 - > Must be approved by teacher and principal in advance (secondary: all teachers)
 - > Assignments due upon return within: (K-3) 1 week; (4-8) 2 weeks; (9-12) 3 weeks
 - > Not allowed in December or January
 - > Teachers assign and correct work
- Send to: Susan Hartman at NV Alternative for review
- Teachers/Teams receive portion of ADA funding recaptured per day to use for instructional materials

BP/AR 6159 Individualized Education Program

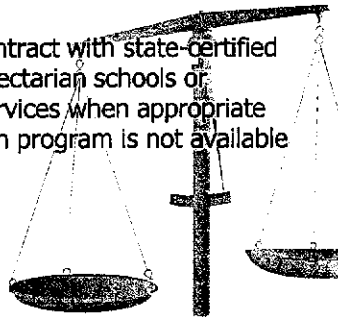
- Student with IEP placed in least restrictive environment to meet their needs
- Teachers participate on IEP team (SPED or general ed)
- IEP team (with parent/guardian) monitors progress, adjusts IEP
- Teachers may request review of classroom assignment of student with IEP by submitting written request to SPED administrator

BP/AR 6159.1 Procedural Safeguards and Complaints for Special Education

- SWD's and parents must be informed of availability of free appropriate public education & alternative programs
- Policy also addresses due process hearing rights

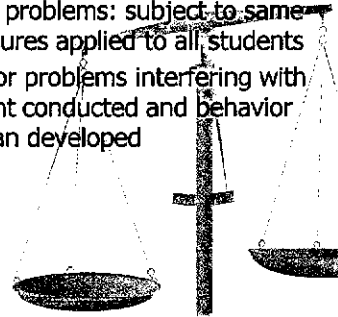
BP/AR 6159.2 Nonpublic Nonsectarian School & Agency Services

- District may contract with state-certified nonpublic nonsectarian schools or agencies for services when appropriate public education program is not available



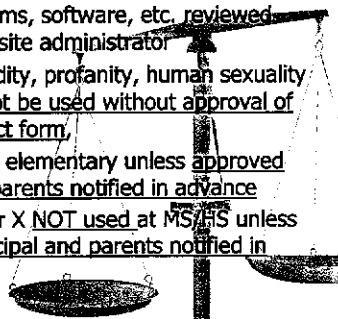
BP/AR 6159.4 Behavioral Interventions for Special Education Students

- Minor behavior problems: subject to same discipline measures applied to all students
- Serious behavior problems interfering with IEP: assessment conducted and behavior intervention plan developed



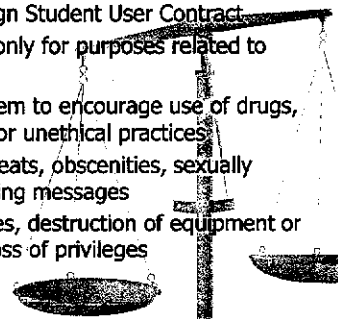
BP/AR 6161.12 Textbooks and Other Instructional Materials

- Videos, audios, films, software, etc. reviewed and approved by site administrator
- Materials with nudity, profanity, human sexuality or violence will not be used without approval of principal on district form.
- "G" films ONLY at elementary unless approved by principal and parents notified in advance
- PG13, R, NC17, or X NOT used at MS/HS unless approved by principal and parents notified in advance



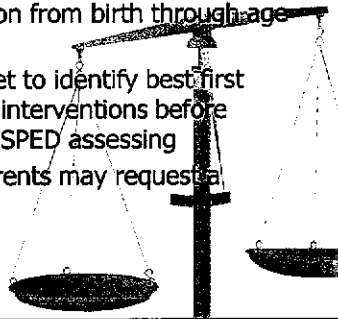
AR 6163.4 Student Use of Technology

- Students must sign Student User Contract
- May use system only for purposes related to education
- May not use system to encourage use of drugs, alcohol, tobacco or unethical practices
- May not send threats, obscenities, sexually explicit or harassing messages
- Vandalism (viruses, destruction of equipment or data) results in loss of privileges



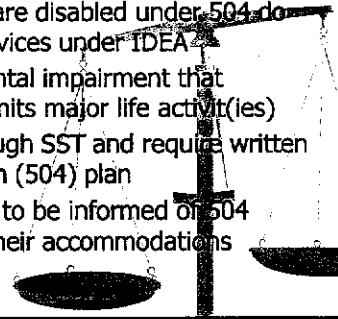
BP/AR 6164.4 Identification of Individuals for Special Education

- Special education from birth through age 21
- SST should meet to identify best first instruction and interventions before recommending SPED assessing
- Teachers or parents may request a screening



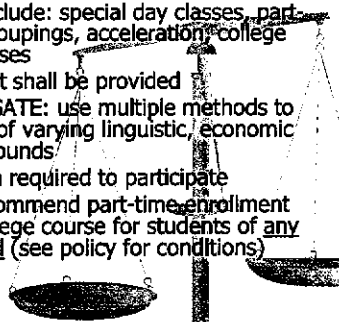
BP/AR 6164.6 Identification & Education Under Section 504

- Students who are disabled under 504 do not require services under IDEA
- Physical or mental impairment that substantially limits major life activity(ies)
- Identified through SST and require written accommodation (504) plan
- Teachers need to be informed of 504 students and their accommodations



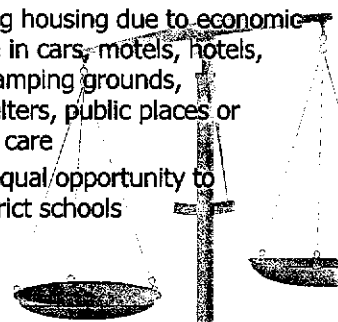
BP/AR 6172 GATE Student Program

- Programs may include: special day classes, part-time or cluster groupings, acceleration, college classes or AP classes
- Staff development shall be provided
- Identification of GATE: use multiple methods to identify students of varying linguistic, economic & cultural backgrounds
- Parent permission required to participate
- Principal may recommend part-time enrollment in community college course for students of any age or grade level (see policy for conditions)



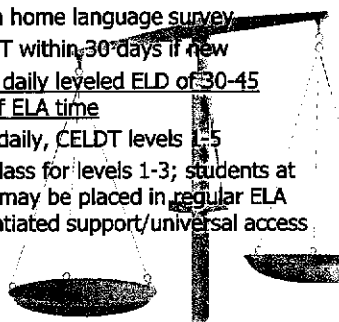
BP/AR 6173 Education for Homeless Children

- Children sharing housing due to economic hardship, living in cars, motels, hotels, trailer parks, camping grounds, emergency shelters, public places or awaiting foster care
- Have full and equal opportunity to succeed in district schools



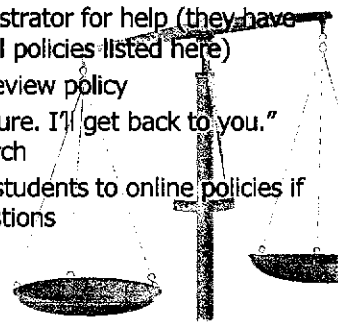
BP/AR 6174 Education for Students of Limited English Proficiency

- Identified through home language survey
- Tested with CELDT within 30 days if new
- Must be provided daily leveled ELD of 30-45 minutes as part of ELA time
- Elementary: ELD daily, CELDT levels 1-5
- Secondary: ELD class for levels 1-3; students at CELDT levels 4-5 may be placed in regular ELA class with differentiated support/universal access



When in doubt...

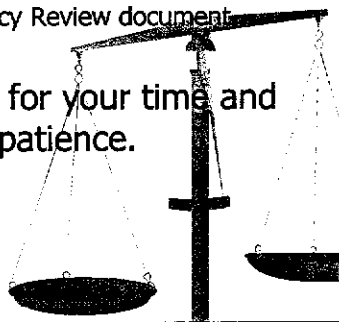
- Ask site administrator for help (they have full copies of all policies listed here)
- Go on line to review policy
- Say, "I'm not sure. I'll get back to you." Then do research
- Refer parents/students to online policies if they have questions



Thank

- Please sign Policy Review document

Thank you for your time and
patience.



Napa Valley USD | 1000 | BP 1321 Community Relations

Solicitation Of Funds From And By Students

School Fundraising Activities

Fundraising activities may be conducted by school PTA/Parent Clubs, Booster Clubs, and by student organizations in middle and high schools to benefit the educational program if they have the prior approval of the school principal. A fundraiser may benefit the school as a whole or an individual class or school program. Regulations will be established to protect the student, staff, and community interests, minimize the loss of instructional time, and assure proper accounting procedures.

Soliciting Funds from/by Students by Non-School Agencies

Fundraising drives or solicitation of students are not to be conducted by non-school agencies or for non-school activities on school premises during school hours or within one hour before the opening or one hour after the closing of school, except as provided by law and approved by the Board of Education. Procedures shall be established to provide for the review and consideration for district approval of non-school related solicitations which meet the requirements of law and which might provide a significant benefit to the school or community.

For the purpose of this policy, participation in non-school-related fundraising contests such as "walk-a-thons" and "bike-a-thons" shall be considered to be solicitations.

For policies related to solicitations by school groups, see policy 1211, "School Fund Raising Activities."

Legal Reference:

EDUCATION CODE

48932 -48938 Authorization for activities by student organizations; fundraising

51520 Prohibited solicitations on school premises (except such nonpartisan, charitable organizations as approved by the governing board)

51521 Unlawful solicitations of contribution or purchase of personal property for benefit of public school or student body; exception

BUSINESS AND PROFESSIONS CODE

17510-17510.7 Charitable solicitations

CODE OF REGULATIONS, TITLE 8

11706 Dangerous activities and occupations

Policy NAPA VALLEY UNIFIED SCHOOL DISTRICT

Adopted: December 19, 1996 Napa, California

Napa Valley USD | 1000 | AR 1321 Community Relations

Solicitation Of Funds From And By Students

School Fundraising Activities

1. Fundraising activities shall be subject to the prior approval of the school principal. The principal's evaluation will include, but not be limited to, the following considerations: (Education Code 48937)

Ñ Student safety

Ñ Potential liability

Ñ The benefit to the school or school program of the proposed activity

Ñ The potential impact on the educational program of the school

Ñ The potential for interruption of the school program

Ñ Whether the proposed activity is age-appropriate if students are to be involved

Ñ The number of activities already conducted or planned

Ñ The plan for fiscal accountability and audit

Ñ Prior experience or knowledge of the proposed activity or vendor

2. All fundraisers will be authorized and conducted by the school's PTA, Parent Club, Booster Club, or student body organizations in the middle and high schools.

3. Student participation in fundraisers must be voluntary and may not influence academic credit or grades, or limit a student's access to school-related activities.

4. Funds raised by Parent Clubs or PTAs will be managed as follows:

a. No less than two persons officially authorized by the PTA/Parent Club will be responsible for the collection, deposit, and accounting of funds.

b. Funds will be counted daily and promptly deposited in the PTA or Parent Club's account.

c. During the fundraising activity, a daily record of receipts and deposits will be provided to the school principal and PTA/Parent Club President weekly.

d. A final report of receipts and deposits will be provided to the principal and PTA/Parent Club President within 14 days of the culmination of the fundraising activity and reported to the PTA/Parent Club Board at the next Board meeting.

5. Funds raised by student body organizations must be managed and accounted for according to the procedures described in Accounting Procedures for Student Organizations, School Business Administration Publication #3 of the California State Department of Education.

6. No more than two major schoolwide fundraisers requiring the services of professional vendors involving student sales in the community will be conducted in any school year in any elementary school.
7. Fundraisers involving selling by elementary students will require written parent permission, and students will be encouraged to sell to family and friends or to be supervised by an adult when selling door-to-door.
8. The proposed expenditures/budget for funds raised by PTAs/Parent Clubs/student body organizations must be approved for appropriateness by the school principal. (Education Code 48933)

Soliciting Funds/Goods by Non-School Agencies

The distribution of promotional material or sale of goods other than those having received district approval or authorized by district policy shall not be permitted on school premises during school hours or within one hour before the opening or one hour after the closing of school.

Requests from non-school organizations for approval to solicit funds or goods from students shall be referred to the appropriate district Director who will apply the following criteria:

1. Is the requesting party a nonpartisan organization organized for charitable purposes by an Act of Congress or under the laws of the state?
2. Is the purpose of the solicitation nonpartisan and charitable?
3. Can the solicitation be scheduled and conducted in such a manner as to reduce to a minimum interruption of regular school activities?
4. If approved, will the solicitation be voluntary and will no distinction between contributors and noncontributors be made?
5. If a product or service is promoted, is it consistent with the standards of the community and the educational goals of the school?

If the solicitation is found to meet all of the above criteria and receives district approval, the approval will be communicated in writing to school principals who will be responsible for arranging the method and times of solicitation.

Regulation NAPA VALLEY UNIFIED SCHOOL DISTRICT

Adopted: December 19, 1996 Napa, California

NAPA VALLEY UNIFIED SCHOOL DISTRICT

Agreement with School-Connected Support Groups

NVUSD Board Policy 1230

The Governing Board recognized that parents/guardians may wish to organize clubs for the purpose of supporting the educational program and/or extracurricular programs such as athletic teams, debate teams, and musical groups. The Board supports such activities and welcomes parental interest and participation. Parent/guardian clubs shall be especially careful not to seek advantages for the activities they support if those advantages might be detrimental to other school programs.

The Board requires that parent/guardian clubs submit a written statement of purpose and bylaws to principals. The Board recognizes that these organizations are independent of the school or district. In order to protect the district and students, the Superintendent or designee may establish appropriate controls for the relationship between such organizations and the district.

In order to establish a school-connected support group, please submit the following to the principal:

1. Name of the organization _____

2. Membership quotas or qualifications _____

3. Names addresses and phone numbers of all officers _____

4. By-laws, statement of purpose (copy attached)

5. Name of the bank where the group's account will be located and the names of those authorized to withdraw funds _____

6. Desired use for any money remaining at the end of the year if the organization is not continued or authorized to continue in the future _____

7. Evidence of liability insurance as required by law (copy of certificate of insurance attached)
8. Evidence of non-profit tax identification number (copy of IRS authorization attached)
9. Annual year-end financial report to the Principal consisting of all receipts, deposits and contributions to NVUSD/school site
10. Annual notification of meeting times, dates and locations

In addition, any program, fund-raiser or other activity sponsored by school-connected organizations shall be authorized and conducted according to Board policy, administrative regulations and school rules. Announcements of events and related parent/guardian permission slips shall clearly indicate that the activity or event is sponsored by the school-connected group, not the school or district.

School-connected organizations shall not hire district employees without prior approval of the appropriate administrator.

The school-connected organization shall present the principal an annual financial statement showing all expenditures and all income from fundraisers. School-connected organizations automatically grant the school/district the right to audit their financial records at any time, either by district personnel or by a CPA.

Authorizations may be subject to review annually.

 Signature of School-Connected Support
 Group Representative

 Date

Approval from school site:	
_____ Principal	_____ Date

Napa Valley Unified School District
Opening School – Checklist 2009-10

Please Return Forms by Due Date Listed

Subject	Need to Do	Send To	Due
Enrollment Reporting Procedures	See handout	Melania or Kathy Cunny	1 st 3 wks
School Safety Plan Review Checklist and Assurance Page	Review, sign and return	Vince Meyer, M & O	Oct. 30
Parents' Rights	Review	N/A	N/A
Elementary Teacher in Charge	Select, sign and return	Kitlyn Engleman – Elem. Ed	Aug. 28
Student Discipline Designee form	Select, sign and return	Kathy Cunny-Secondary Ed	Aug. 28
Elementary Bell Schedules/Instructional Minutes	Review, edit, sign and return	Kitlyn Engleman -Elem. Ed.	Aug. 28
Secondary Bell Schedules/Instructional Minutes	Review, edit, sign and return	Kathy Cunny-Secondary Ed	Aug. 28
Elementary Back to School and Open House Nights	Select, sign and return	Kitlyn Engleman -Elem. Ed.	Aug. 21
Secondary Back to School and Open House Nights	Select, sign and return	Kathy Cunny-Secondary Ed	Aug. 21
Elementary: Verification of Required PE Minutes	Complete, sign and return	Kitlyn Engleman -Elem. Ed.	Aug. 28
Assurance Page for Board Policies and Admin. Regs.	After review, staff signs	Retain File at Site	N/A
ELAC Parent Representative	Meet, sign and return	English Learner Services	Sept. 30

Review the following Board Policies and Administrative regulations with your staff – use power point and handout.



	Board Policy/Administrative Regulation	Board Policy	Admin Reg
1	Uniform Complaint Procedures	1312.3	1312.3
2	Solicitation of Funds From and By Students ***NEW to List	1321	1321
3	Earthquake, Fire Drill and Bomb Threat Procedures	3516 - 3516.3	3516 - 3516.3
4	Food Service	3550	3550
5	Free and Reduced Price Meals	3553	3553
6	Other Food Sales	3554	3554
7	Sexual Harassment Policy	4019.11	4019.11
8	Universal Precautions **** NEW to List	4019.43	4019.43
9	Wellness	5030	5030
10	Absences and Excuses	5113	5113
11	Grades/Evaluation of Student Achievement	5121	5121
12	Promotion/Acceleration/Retention	5123	5123
13	Student Records Policies	5125 - 5125.4	5125 - 5125.4
14	Tobacco, Alcohol and Other Drugs	5131.6	5131.6
15	Weapons and Dangerous Instruments	5131.7	5131.7
16	Administering Medication **** NEW to List	5141.21	5141.21
17	Child Abuse Reporting Procedure	5141.4	5141.4
18	Student Management Policies	5144.0 – 5144.3	5144.0 – 5144.3
19	Freedom of Speech/Expression: Publications Code	5145.2	5145.2
20	Sexual Harassment Policy	5145.7	5145.7
21	Parent Involvement	6020	6020
22	Ceremonies and Observances	6115	6115
23	Physical Education	6142.7	6142.7
24	Comprehensive Health Education	6142.8	6142.8
25	Extracurricular and Co-curricular Activities	6145	6145
26	School Sponsored Trips	3541.1 & 6153	3541.1 & 6153
27	Homework/Makeup Work	6154	6154
28	Independent Study	6158	6158
29	Individualized Education Program	6159	6159
30	Procedural Safeguards and Complaints for Special Education		6159.1
31	Nonpublic Nonsectarian School & Agency Services for Special Education	6159.2	
32	Behavioral Interventions for Special Education Students	6159.4	
33	Textbooks & Other Instructional Materials **** NEW to List	6161.12	6161.12
34	Student Use of Technology	6163.4	6163.4
35	Identification of Individuals for Special Education	6164.4	6164.4
36	Identification & Education Under Section 504	6164.6	6164.6
37	Gifted and Talented Student Program **** NEW to List	6172	6172
38	Education for Homeless Children	6173	6173
39	Education for Student of Limited English Proficiency	6174	6174

**Napa Valley Unified School District
Implementation Monitoring Plan
Semester 1/Semester 2 Trimester 1/Trimester 2/Trimester 3 (Circle)**

School Site/ Principal: _____

Learning Support Partner: _____

Date Plan is Initiated: _____

1. **Ten Learning Walks/Walk Thoroughs** are required per semester/ **seven** per trimester at every site. Sites may use district provided templates/forms; modified district provided templates/forms or create their own forms/templates (See Implementation Monitoring Binder.).
2. Of the required number of Learning Walks/Walk Thoroughs **three** must be in the area of ELD and completed by October 30. These Learning Walks/Walk Thoroughs **must** use the district provided form. (See Implementation Monitoring Binder.) These Learning Walks/Walk Thoroughs are 5-10 minutes per classroom in duration. Data from these Learning Walks/Walk Thoroughs will be aggregated for the District.
3. Sites will decide based on data, in consultation with their Learning Support Partner (LSP), what areas will be monitored using the remaining number of required Learning Walks/Walk Thoroughs. Areas include but are not limited to: ELA core, Math Core, additional core and content area, Special Education, Intervention programs (Voyager, Read 180, Shining Star, High Point etc.) Strategies (Board Math, Board Language, Explicit Direct Instruction –EDI, Project Based Learning Lesson Delivery, etc...)
4. Written Feedback is required after each Learning Walk/Walk Thorough. Feedback can be delivered as whole school, grade level, subject/department, individual, etc.
5. One Learning Walk/Walk Thorough must be conducted with a colleague from another school site.
6. These Learning Walks/Walk Thoroughs can be used to fulfill the requirement of “one hour daily classroom visitations” as mandated by the Superintendent.)

Please record the scheduled dates and area of focus below. Submit to your Learning Support Partner by September 1, 2008.

Date Scheduled	Area of Focus	Date Scheduled	Area of Focus
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

Napa Valley Unified School District
Opening School – Checklist 2010-11

Please Return Forms by Due Date Listed

Subject	Need to Do	Send To	Due
Enrollment Reporting Procedures	See handout	Melania or Kathy Cunny	1 st 3 wks
BP/AR 1230 /1321 with PTA & Boosters – Fund Raising	Review with PTA/Boosters	Agenda & Minutes to Instruction	Oct. 1
School Safety Plan Review Checklist and Assurance Page	Review, sign and return	Vince Meyer, M & O	Oct. 30
Parents' Rights	Review	N/A	N/A
Elementary Teacher in Charge	Select, sign and return	Kitlyn Engleman – Elem. Ed	Aug. 28
Student Discipline Designee form	Select, sign and return	Kathy Cunny-Secondary Ed	Aug. 28
Elementary Bell Schedules/Instructional Minutes	Review, edit, sign and return	Kitlyn Engleman -Elem. Ed.	Aug. 28
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Assurance Page for Board Policies and Admin. Regs.	After review, staff signs	Retain File at Site	N/A
ELAC Parent Representative	Meet, sign and return	English Learner Services	Sept. 30

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4	Food Service	3550	3550
5	Free and Reduced Price Meals	3553	3553
6	Other Food Sales	3554	3554
7	Sexual Harassment Policy	4019.11	4019.11
8	Universal Precautions **** NEW to List	4019.43	4019.43
9	Wellness	5030	5030
10	Absences and Excuses	5113	5113
11	Grades/Evaluation of Student Achievement	5121	5121
12	Promotion/Acceleration/Retention	5123	5123
13	Student Records Policies	5125 - 5125.4	5125 - 5125.4
14	Tobacco, Alcohol and Other Drugs	5131.6	5131.6
15	Weapons and Dangerous Instruments	5131.7	5131.7
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17	Child Abuse Reporting Procedure	5141.4	5141.4
18	Student Management Policies	5144.0 – 5144.3	5144.0 – 5144.3
19	Freedom of Speech/Expression: Publications Code	5145.2	5145.2
20	Sexual Harassment Policy	5145.7	5145.7
21	Parent Involvement	6020	6020
22	Ceremonies and Observances	6115	6115
23	Physical Education	6142.7	6142.7
24	Comprehensive Health Education	6142.8	6142.8
25	Extracurricular and Co-curricular Activities	6145	6145
26	School Sponsored Trips	3541.1 & 6153	3541.1 & 6153
27	Homework/Makeup Work	6154	6154
28	Independent Study	6158	6158
29	Individualized Education Program	6159	6159
30	Procedural Safeguards and Complaints for Special Education		6159.1
31	Nonpublic Nonsectarian School & Agency Services for Special Education	6159.2	
32	Behavioral Interventions for Special Education Students	6159.4	
33	Textbooks & Other Instructional Materials **** NEW to List	6161.12	6161.12
34	Student Use of Technology	6163.4	6163.4
35	Identification of Individuals for Special Education	6164.4	6164.4
36	Identification & Education Under Section 504	6164.6	6164.6
37	Gifted and Talented Student Program **** NEW to List	6172	6172
38	Education for Homeless Children	6173	6173
39	Education for Student of Limited English Proficiency	6174	6174

Policy Review ASSURANCE Form *

(Please Distribute To Teachers)

Review the following Board Policies and Administrative regulations with your staff annually as required by Ed Code and NVUSD.

	Board Policy/Administrative Regulation	Board Policy	Admin Reg
* 1	Uniform Complaint Procedures	1312.3	1312.3
2	Solicitation of Funds From and By Students ***NEW to List	1321	1321
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I hereby acknowledge that I have reviewed (annually) all Board Policies and Administrative Regulations listed above. I have received information on how to find complete policies on district website or through my site administrator.

(Name - Please Print)

(Position)

(Date Reviewed)

(School)

(Please retain originals signed by teachers at the school site.)

**Napa Valley Unified School District
Implementation Monitoring Plan**
Semester 1/Semester 2 Trimester 1/Trimester 2/Trimester 3 (Circle)

School Site/ Principal: _____

Learning Support Partner: _____

Date Plan is Initiated: _____

1. Ten Learning Walks/Walk Throughs are required per semester/ seven per trimester at every site. Sites may use district provided templates/forms; modified district provided templates/forms or create their own forms/templates (See Implementation Monitoring Binder.).
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4. Written Feedback is required after each Learning Walk/Walk Through. Feedback can be delivered as whole school, grade level, subject/department, individual, etc.
5. One Learning Walk/Walk Through must be conducted with a colleague from another school site.
6. These Learning Walks/Walk Throughs can be used to fulfill the requirement of "one hour daily classroom visitations" as mandated by the Superintendent.)

Please record the scheduled dates and area of focus below. Submit to your Learning Support Partner by September 1, 2008.

Date Scheduled	Area of Focus	Date Scheduled	Area of Focus
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

Napa Valley Unified School District Management Retreat – Proposed Agenda

August 6th – 7th, 2009

THURSDAY - August 6th, 2009			
Time	Topic	Room	Facilitator
10:00 a.m.	Grade Level Meetings	Room 204 – ES Board Room – MS/HS	Elena Toscano Mark Morrison
11:15-12:10	Check In (BOARD ROOM) and Lunch (Courtyard)		
12:15 – 12:25 (10 min.)	Welcome and Introductions	Board Room	John Glaser
12:25 – 12:45 (20 min.)	Keynote - "Keeping the ART in SMART"	Board Room	Mark Teeters <i>2009 California Teacher of the Year and Music Instructor at VHS</i>
12:45 – 1:30 (45 min.)	Overview	Board Room	John Glaser
1:30 – 1:45 (15 min.)	Recycling and Energy Usage	Board Room	Vince Meyer
1:45 – 1:55	<i>10 minutes Passing</i>		
1:55 – 2:40 (45 min.)	1 st Period Breakout	See Chart	Various
2:40 – 2:50	<i>10 minutes Passing</i>		
2:50 – 3:35 (45 min.)	2 nd Period Breakout	See Chart	Various
3:35 – 3:45	<i>10 minutes Passing</i>		
3:45 – 4:30 (45 min.)	3 rd Period Breakout	See Chart	Various
4:30 – 4:35	<i>5 minutes Passing</i>		
4:35 – 4:45 (10 min.)	Distribute RED HOT Folders Closing	Board Room	Elena Toscano Mark Morrison
4:45	Onward to the Reception	Home of John & Carol Glaser Sponsored by ANCSA/Sodexo	

BREAKOUTS

Time	Board Room	Room 204	Room 205
	FISCAL	INSTRUCTION	HR - Policies
1 st Period 1:55 – 2:40	High School	Elementary	Middle School
2 nd Period 2:50 – 3:35	Middle School	High School	Elementary
3 rd Period 3:45 – 4:30	Elementary	Middle School	High School

Policy Review

**Napa Valley Unified School District
Implementation Monitoring Plan**
Semester 1/Semester 2 Trimester 1/Trimester 2/Trimester 3 (Circle)

School Site/ Principal: _____

Learning Support Partner: _____

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Please record the scheduled dates and area of focus below. Submit to your Learning Support Partner by September 1, 2008.

Date Scheduled	Area of Focus	Date Scheduled	Area of Focus
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	