



## Pacifica School District

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*Preparing Students for an Evolving World*

[www.pacificasd.org](http://www.pacificasd.org)

### MEMORANDUM

Business Services

Meeting of: 9/14/2016

**TO:** Wendy S. Tukloff, Ed.D., Superintendent  
for Members, Board of Trustees  
**FROM:** Josephine Peterson, Chief Business Official  
**SUBJECT:** CSBA July Manual Maintenance and Minor Revisions 3000  
(First Reading)

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#### Background

CSBA provides sample Bylaws, Board Policies and Administrative Regulations reflecting any legislation changes three times each year with descriptions identifying major changes in revised materials as well as editorial changes or technical revisions. Staff compares the CSBA sample policies to current policies. The July 2016 Board Policy CSBA Manual Maintenance included revisions to BP/AR3513.3 Tobacco-Free Schools, AR3516.3 Earthquake Emergency Procedure Systems, BP/AR3553 Free and Reduced Price Meals and BP3555 Nutrition Program Compliance.

#### BP/AR 3513.3 Tobacco-Free School

Policy updated to reflect NEW LAW (ABX2 9, 2016) which requires all districts, not just those receiving state Tobacco-Use Prevention Education funds, to prohibit tobacco use on school campuses. Policy also reflects new definitions of "smoking" and "tobacco" pursuant to NEW LAW (SBX2 5, 2016). Regulation reflects provision of ABX2 9 which requires signs prohibiting tobacco use to be displayed at all school entrances, and deletes option to designate a smoking area on campus.

#### AR 3516.3 - Earthquake Emergency Procedure System

Minor revision made in regulation to change name of the California Emergency Management Agency to the California Governor's Office of Emergency Services.

#### BP/AR 3553 - Free and Reduced Price Meals

Minor revisions made in policy and regulation to delete references to sharing free and reduced-price meal records for the purpose of determining the eligibility of students in Title I program improvement schools for school choice and supplemental educational services, as those requirements were eliminated in the Every Student Succeeds Act (P.L. 114-95), and instead authorize the use of those records to determine eligibility for alternative supports offered in accordance with the CDE's transition plan.

#### BP 3555 - Nutrition Program Compliance

Policy updated to clarify that, although state and federal law prohibit discrimination in child nutrition programs for all protected categories, the CDE and U.S. Department of Agriculture (USDA) only investigate complaints of discrimination based on race, color, national origin, sex, age, and disability. Policy also reorganizes and expands the responsibilities of the district's civil rights coordinator to reflect CDE's guidebook as updated in November 2015, and updates the addresses where complaints may be submitted. Nondiscrimination statement that is required to be printed on program documents, pamphlets, brochures, and other materials updated to reflect the USDA's 2015 statement.

A master binder of new and revised policies is located in the Office of the Superintendent.