



Resolution 2016-18
Mendocino Unified School District
Mendocino, California
Mendocino County, California

**RESOLUTION IN THE MATTER OF ADOPTION OF THE PROPOSED
CHANGES TO THE JPA AND AGREE TO JPA MEMBERSHIP IN THE
MENDOCINO COUNTY YOUTH PROJECT**

WHEREAS, Mendocino Unified School District voted on August 18, 2016 to accept the Amended and Restated Joint Powers Agreement for Operation of Mendocino County Youth Project and to continue membership:

WHEREAS, we understand that for this amendment to take effect, it must be approved by resolutions adopted by two-thirds of the current Parties to the JPA:

If the amendment is not approved by 100% of the Parties, the amendment shall not take effect for ninety (90) days, unless the dissenting parties waive the 90 day period.

This resolution was adopted at a duly-called meeting by the Board of Trustees of the Mendocino Unified School District on **September 20, 2016** by the following vote:

President	Michael Schaeffer	_____
Clerk	Jessica Grinberg	_____
Member	Charles Acker	_____
Member	Mark Morton	_____
Member	Kathy Wylie	_____

Michael Schaeffer, President
Board of Trustees

I, Jessica Grinberg, Clerk of the Board of Trustees of the Mendocino Unified School District, do hereby certify that the foregoing resolution was regularly introduced, passed, and adopted by the Board of Trustees at its meeting held on **September 20, 2016**.

Jessica Grinberg, Clerk
Board of Trustees
Mendocino Unified School District
Mendocino County, California





Resolution 2016-19
Mendocino Unified School District
Mendocino, California
Mendocino County, California

**PROPOSITION 51: KINDERGARTEN THROUGH COMMUNITY COLLEGE
PUBLIC EDUCATION FACILITIES BOND ACT OF 2016**

WHEREAS, the California Constitution finds public education is a State responsibility in Article IX Section 5; and

WHEREAS, Article 1 Section 28 states that public schools shall be safe, secure and peaceful; and

WHEREAS, the State has met its constitutional responsibilities since 1982 by providing consistent State bond resources through programs contained in Division 1, Part 10, Article 12 and Article 12.5 of the Education Code; and

WHEREAS, the State is out of school facility funds and cannot provide the State match for almost \$2 billion in projects filed under current law; and

WHEREAS, the Mendocino Unified School District has \$15,000,000 in facility need which may be partially funded by State bonds; and

WHEREAS, Proposition 51 - the Kindergarten through Community College Public Education Facilities Bond Act of 2016 - provides for renovation and upgrade of existing classrooms, construction of new classrooms to accommodate growth, and for career technical education facilities to provide job training to meet the trained workforce needs of California's employers; and

WHEREAS, the California unemployment rate is greater than the national unemployment rate; and

WHEREAS, 13,000 middle class jobs are created for each \$1 billion in school facility infrastructure investment; and

WHEREAS, these jobs will be created throughout California and will include almost all building trades; and

WHEREAS, the new Local Control Funding Formula and Local Control Accountability Plan are intended to improve educational achievement for all students but do not provide dedicated facilities funding; and

WHEREAS, quality 21st Century school facilities designed for student needs of today and tomorrow enhance academic achievement and further the State's academic goals; and

WHEREAS, Proposition 51 - the Kindergarten through Community College Public Education Facilities Bond Act of 2016 - will not raise State taxes; and

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WHEREAS, the Proposition 51 - Kindergarten through Community College Public Education Facilities Bond Act of 2016 - State matching funds will reduce the need for additional local property taxes for school facilities.

NOW, THEREFORE BE IT RESOLVED, that the Mendocino Unified School District supports Proposition 51 - the Kindergarten through Community College Public Education Facilities Bond Act of 2016.

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President	Michael Schaeffer	_____
Clerk	Jessica Grinberg	_____
Member	Charles Acker	_____
Member	Mark Morton	_____
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Michael Schaeffer, President
Board of Trustees

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Jessica Grinberg, Clerk
Board of Trustees
Mendocino Unified School District
Mendocino County, California





Resolution 2016-20
Mendocino Unified School District
Mendocino, California
Mendocino County, California

**REGARDING THE CALL UPON THE MENDOCINO COUNTY BOARD OF
SUPERVISORS TO ADOPT A POLICY DEDICATING 20% OF LOCAL
CANNABIS TAX RECEIPTS TO LOCAL EDUCATIVE AND PREVENTATIVE
ACTIVITIES BENEFITING THE YOUTH OF OUR COUNTY**

WHEREAS, Mendocino County is a leading producer of cannabis and cannabis products, and

WHEREAS, there will be two measures on the November ballot which include taxes on cannabis sales, and

WHEREAS, none of the current forfeiture and seizure monies collected by the Sheriff and District Attorney are going to educate our youth about the potential dangers in using cannabis, and

WHEREAS, the Children's Health Committee of the Mendocino County Policy Council on Children and Youth/Child Abuse Prevention Commission approved a policy statement on Marijuana and Youth in March of this year, and

WHEREAS, the Mendocino County Board of Supervisors discussed and adopted this statement in August of this year, and

WHEREAS, this statement includes a recommendation that "a minimum of 20% of the tax revenue generated from marijuana and marijuana related product sales, wholesale and retail, must be earmarked for local and statewide prevention activities including public awareness campaigns devoted to the impacts of marijuana on youth and pregnant women; addressing the impact of marijuana on the developing brain, the risks of second-hand smoke, the legal implications of use by youth, and the potential adverse impact of use on future life opportunities", and

WHEREAS, the Board of Trustees of the Mendocino Unified School District supports these goals and objectives, and

WHEREAS, the ability to impact state policy is limited,

HEREBY WE CALL UPON the Mendocino County Board of Supervisors to adopt a policy dedicating 20% of local cannabis tax receipts to local educative and preventive activities benefiting the youth of our county.

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Michael Schaeffer, President
Board of Trustees

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Jessica Grinberg, Clerk
Board of Trustees
Mendocino Unified School District
Mendocino County, California





Mendocino Unified School District

Smarter Balanced Assessment Report 2016

3rd Grade Math

SBAC MATH 27	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2016	26%	44%	22%	7%	70%
State	18%	28%	26%	29%	46%
2015	13%	35%	32%	19%	48%
State	14%	26%	27%	33%	40%

Mean Scale Score	
2016	2453.2
State	2424.8
2015	2421.7
State	2415.1

4th Grade Math

SBAC MATH 42	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2016	14%	21%	40%	24%	35%
State	15%	23%	33%	28%	38%
2015	0%	12%	54%	34%	12%
State	13%	22%	35%	31%	35%

Mean Scale Score	
2016	2458.9
State	2460.5
2015	2431.0
State	2453.8

5th Grade Math

SBAC MATH 39	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2016	5%	13%	36%	46%	18%
State	17%	16%	28%	39%	33%
2015	9%	21%	35%	35%	30%
State	15%	15%	29%	41%	30%

Mean Scale Score	
2016	2458.8
State	2485.3
2015	2487.9
State	2480.3

6th Grade Math

SBAC MATH 36	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2016	8%	25%	42%	25%	33%
State	17%	18%	30%	35%	35%
2015	13%	23%	23%	40%	36%
State	15%	18%	31%	36%	33%

Mean Scale Score	
2016	2505.1
State	2508.6
2015	2498.0
State	2504.4

7th Grade Math

SBAC MATH 31	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2016	58%	16%	16%	10%	74%
State	17%	19%	30%	34%	36%
2015	25%	34%	22%	19%	59%
State	15%	19%	29%	37%	34%

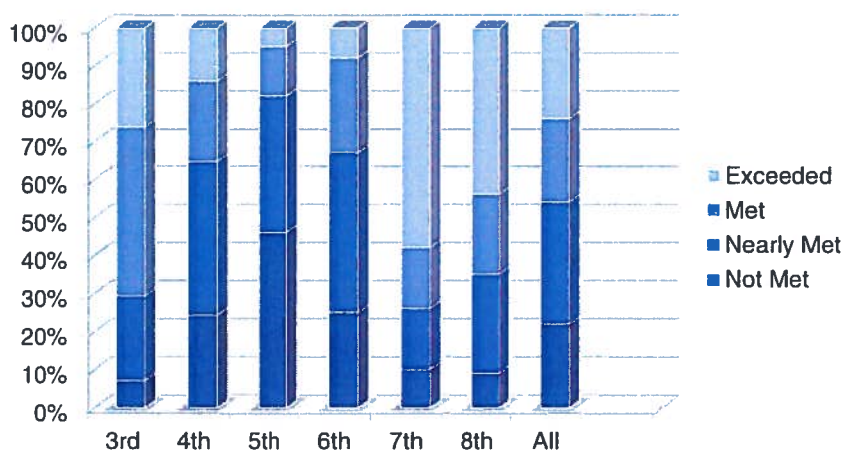
Mean Scale Score	
2016	2624.9
State	2525.0
2015	2559.9
State	2518.5

8th Grade Math

SBAC MATH 34	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2016	44%	21%	26%	9%	65%
State	19%	17%	25%	39%	36%
2015	45%	21%	19%	14%	66%
State	16%	17%	26%	41%	33%

Mean Scale Score	
2016	2618.1
State	2541.1
2015	2624.5
State	2534.0

3rd – 8th Grade Math Achievement Level Distribution



K-8 Math Areas – All Students

Area	Above		At or Near		Below	
	2015	2016	2015	2016	2015	2016
Concepts and Procedures	25%	30%	36%	38%	39%	32%
Problem Solving and Data Analysis	21%	29%	51%	44%	27%	26%
Communicating Reasoning	23%	29%	47%	47%	30%	24%

K-8 Subgroup Results - Math

Disability (11)	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2016	0%	18%	36%	45%	18%
State (K-12)	4%	7%	16%	73%	11%
2015	6%	0%	25%	69%	6%
State (K-12)	3%	6%	16%	75%	9%

Econ. Disadv (95)	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2016	8%	23%	38%	31%	31%
State (K-12)	7%	16%	30%	46%	23%
2015	8%	22%	24%	46%	30%
State (K-12)	6%	15%	30%	49%	21%

K-8 Subgroup Results - Math

Female (102)	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2016	23%	23%	34%	21%	46%
State (K-12)	16%	21%	29%	34%	37%
2015	16%	25%	35%	24%	41%
State (K-12)	14%	20%	30%	36%	34%

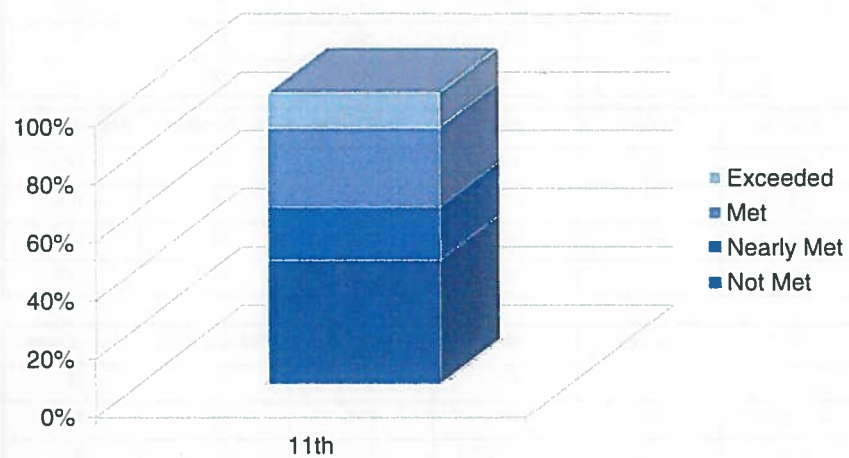
Male (107)	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2016	26%	22%	29%	22%	48%
State (K-12)	17%	20%	27%	36%	37%
2015	20%	23%	28%	30%	43%
State (K-12)	15%	19%	27%	39%	34%

11th Grade Math

SBAC ELA 33	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2016	12%	27%	18%	42%	39%
State	13%	20%	25%	43%	33%
2015	23%	28%	23%	26%	51%
State	11%	18%	25%	45%	29%

Mean Scale Score	
2016	2567.4
State	2567.9
2015	2617.4
State	2560.3

11th Grade Math Achievement Level Distribution



MHS Math Areas – All Students

Area	Above		At or Near		Below	
	2015	2016	2015	2016	2015	2016
Concepts and Procedures	33%	19%	33%	31%	33%	50%
Problem Solving and Data Analysis	38%	28%	41%	44%	21%	28%
Communicating Reasoning	23%	25%	54%	41%	23%	34%

MHS Subgroup Results - Math

Econ. Disadv. (10)	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2016	10%	30%	10%	50%	40%
State (K-12)	7%	16%	30%	46%	23%
2015	20%	27%	20%	33%	47%
State (K-12)	6%	15%	30%	49%	21%

Female (16)	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2016	13%	31%	31%	25%	44%
State (K-12)	16%	21%	29%	34%	37%
2015	32%	32%	16%	20%	64%
State (K-12)	14%	20%	30%	36%	34%

Male (17)	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2016	12%	24%	6%	59%	36%
State (K-12)	17%	20%	27%	36%	37%
2015	7%	21%	36%	36%	28%
State (K-12)	15%	19%	27%	39%	34%

3rd Grade ELA

SBAC ELA 27	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2016	30%	33%	30%	7%	63%
State	22%	21%	25%	32%	43%
2015	13%	19%	23%	45%	32%
State	18%	20%	26%	36%	38%

Mean Scale Score	
2016	2450.7
State	2414.2
2015	2384.7
State	2402.9

4th Grade ELA

SBAC ELA 42	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2016	17%	21%	24%	38%	38%
State	23%	21%	20%	36%	44%
2015	7%	34%	24%	34%	41%
State	19%	21%	21%	39%	40%

Mean Scale Score	
2016	2447.1
State	2454.5
2015	2432.7
State	2445.7

5th Grade ELA

SBAC ELA 39	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2016	5%	38%	13%	44%	43%
State	21%	28%	21%	31%	49%
2015	24%	32%	21%	24%	56%
State	17%	27%	21%	34%	44%

Mean Scale Score	
2016	2468.8
State	2495.6
2015	2501.9
State	2487.1

6th Grade ELA

SBAC ELA 36	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2016	14%	39%	25%	22%	53%
State	17%	31%	26%	26%	48%
2015	10%	37%	27%	27%	47%
State	13%	30%	29%	28%	43%

Mean Scale Score	
2016	2525.4
State	2519.4
2015	2513.7
State	2511.9

7th Grade ELA

SBAC ELA 31	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2016	35%	23%	32%	10%	68%
State	15%	33%	24%	28%	48%
2015	9%	42%	15%	33%	51%
State	12%	32%	25%	31%	44%

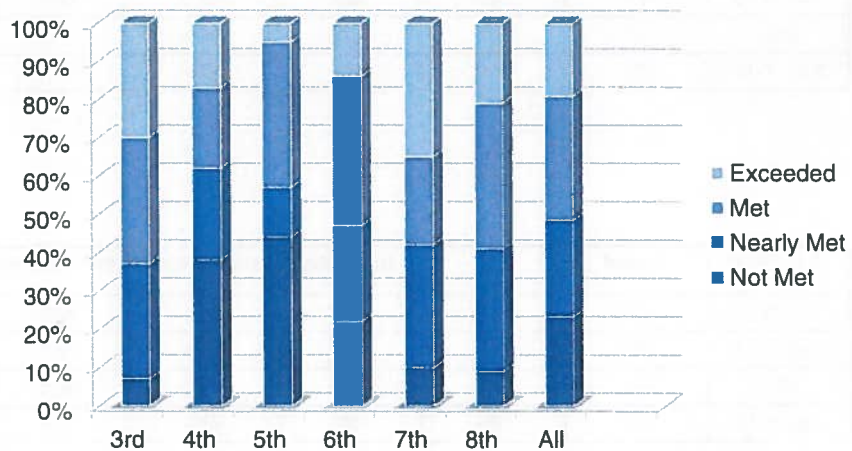
Mean Scale Score	
2016	2589.5
State	2541.7
2015	2526.2
State	2531.7

8th Grade ELA

SBAC ELA 34	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2016	21%	38%	32%	9%	59%
State	14%	34%	27%	25%	48%
2015	19%	43%	26%	12%	62%
State	12%	33%	29%	26%	45%

Mean Scale Score	
2016	2579.1
State	2559.5
2015	2590.4
State	2552.7

3rd – 8th Grade ELA Achievement Level Distribution



K-8 ELA Areas – All Students

Area	Above		At or Near		Below	
	2015	2016	2015	2016	2015	2016
Reading	25%	26%	42%	46%	33%	27%
Writing	34%	22%	47%	47%	34%	31%
Listening	16%	19%	65%	67%	18%	15%
Research/Inquiry	18%	27%	55%	58%	23%	15%

K-8 Subgroup Results - ELA

Disability (11)	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2016	0%	0%	45%	55%	0%
State (K-12)	4%	10%	18%	68%	14%
2015	6%	6%	31%	56%	12%
State (K-12)	3%	9%	18%	70%	12%

Econ. Disadv. (95)	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2016	7%	33%	26%	34%	40%
State (K-12)	10%	25%	27%	38%	35%
2015	8%	24%	24%	43%	32%
State (K-12)	8%	23%	28%	41%	31%

K-8 Subgroup Results - ELA

Female(102)	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2016	21%	41%	20%	19%	62%
State (K-12)	23%	31%	23%	23%	54%
2015	18%	38%	25%	19%	56%
State (K-12)	19%	30%	25%	25%	49%

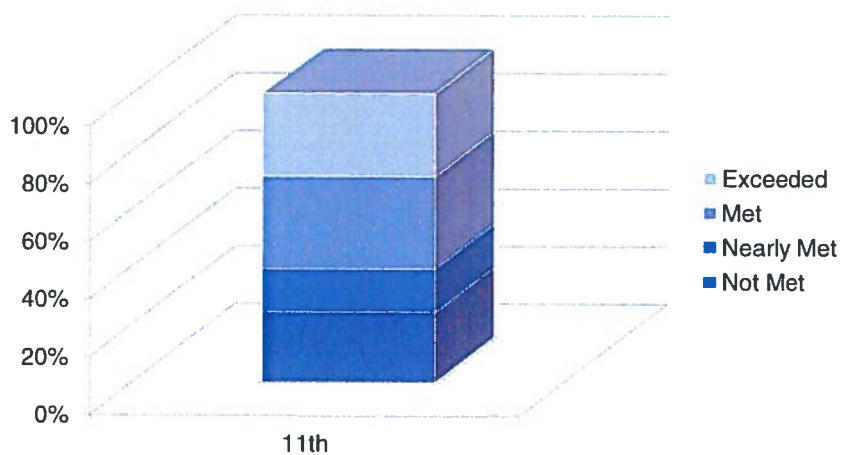
Male (107)	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2016	18%	23%	31%	28%	41%
State (K-12)	16%	26%	24%	33%	42%
2015	10%	32%	21%	37%	42%
State (K-12)	13%	25%	25%	36%	38%

11th Grade ELA

SBAC ELA 34	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2016	29%	32%	15%	24%	61%
State	26%	33%	22%	19%	59%
2015	46%	32%	10%	12%	78%
State	23%	33%	24%	20%	56%

Mean Scale Score	
2016	2603.6
State	2599.9
2015	2647.3
State	2591.9

11th Grade ELA Achievement Level Distribution



MHS ELA Areas – All Students

Area	Above		At or Near		Below	
	2015	2016	2015	2016	2015	2016
Reading	44%	44%	44%	38%	12%	18%
Writing	56%	39%	34%	30%	7%	30%
Listening	17%	9%	71%	79%	12%	12%
Research/Inquiry	56%	35%	34%	44%	10%	21%

MHS Subgroup Results - ELA

Econ. Disadv. (10)	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2016	10%	50%	20%	20%	60%
State (K-12)	10%	25%	27%	38%	35%
2015	19%	50%	13%	19%	69%
State (K-12)	8%	23%	28%	41%	31%

Female (15)	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2016	53%	33%	7%	7%	86%
State (K-12)	23%	31%	23%	23%	54%
2015	59%	33%	4%	4%	92%
State (K-12)	19%	30%	25%	25%	49%

Male (19)	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2016	11%	32%	21%	37%	43%
State (K-12)	16%	26%	24%	33%	42%
2015	21%	29%	21%	29%	50%
State (K-12)	13%	25%	25%	36%	38%

5th Grade Science

	Adv	Prof	Basic	Below	Far Below	Adv-Prof
2009	16%	50%	28%	3%	3%	66%
State	18%	31%	30%	12%	9%	49%
2010	27%	49%	15%	5%	5%	76%
State	24%	31%	24%	12%	8%	55%
2011	32%	34%	18%	5%	11%	66%
State	25%	33%	25%	11%	7%	58%
2012	28%	42%	28%	3%	0%	70%
State	25%	35%	25%	9%	6%	60%
2013	18%	41%	18%	9%	14%	59%
State	24%	33%	28%	10%	6%	57%
2014	47%	20%	17%	13%	3%	67%
State	27%	33%	24%	11%	6%	60%
2015	18%	58%	18%	0%	6%	76%
State	21%	34%	28%	10%	7%	55%

8th Grade Science

	Adv	Prof	Basic	Below	Far Below	Adv-Prof
2009	40%	29%	13%	16%	2%	69%
State	32%	24%	17%	14%	13%	56%
2010	38%	28%	26%	5%	3%	66%
State	38%	21%	19%	11%	11%	59%
2011	37%	41%	15%	5%	2%	78%
State	42%	21%	18%	10%	9%	63%
2012	61%	25%	11%	2%	0%	86%
State	45%	21%	16%	9%	8%	66%
2013	41%	27%	22%	4%	6%	68%
State	42%	25%	16%	11%	7%	67%
2014	35%	27%	17%	10%	12%	62%
State	44%	22%	18%	9%	7%	66%
2015	35%	25%	28%	10%	3%	60%
State	41%	23%	19%	10%	8%	64%

10th Grade Science

	Adv	Prof	Basic	Below	Far Below	Adv-Prof
2009	28%	31%	28%	3%	11%	59%
State	22%	22%	27%	15%	15%	44%
2010	54%	27%	15%	0%	5%	81%
State	23%	23%	29%	13%	12%	46%
2011	41%	39%	17%	2%	0%	80%
State	26%	24%	26%	11%	12%	50%
2012	55%	26%	12%	2%	5%	81%
State	27%	26%	26%	11%	10%	53%
2013	59%	13%	18%	5%	5%	72%
State	28%	26%	26%	11%	9%	54%
2014	55%	24%	16%	4%	0%	79%
State	28%	28%	26%	11%	7%	56%
2015	37%	30%	19%	9%	5%	67%
State	25%	28%	29%	10%	8%	53%

MUSD Subgroup Results - ELA

Disability Reported (18)	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2016	0%	11%	33%	56%	11%
State (K-12)	4%	10%	18%	68%	14%
2015	5%	16%	26%	53%	21%
State (K-12)	3%	9%	18%	70%	12%

No Disability Reported (238)	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2016	22%	34%	23%	21%	56%
State (K-12)	21%	31%	24%	23%	52%
2015	20%	36%	21%	24%	56%
State (K-12)	18%	30%	26%	26%	48%

MUSD Subgroup Results - Math

Disability Reported (18)	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2016	0%	17%	28%	56%	17%
State (K-12)	4%	7%	16%	73%	11%
2015	5%	0%	26%	68%	5%
State (K-12)	3%	6%	16%	75%	9%

No Disability Reported (237)	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2016	25%	23%	30%	22%	48%
State (K-12)	18%	22%	29%	31%	40%
2015	19%	26%	31%	24%	45%
State (K-12)	15%	21%	30%	33%	36%

MUSD Subgroup Results - ELA

Economically Disadv. (112)	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2016	7%	36%	26%	31%	43%
State (K-12)	10%	25%	27%	38%	35%
2015	9%	28%	24%	39%	37%
State (K-12)	8%	23%	28%	41%	31%

Not Econ. Disadv. (144)	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2016	31%	29%	22%	18%	60%
State (K-12)	34%	34%	19%	14%	68%
2015	26%	39%	19%	16%	65%
State (K-12)	29%	35%	21%	15%	64%

MUSD Subgroup Results - Math

Econ. Disadv. (112)	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2016	11%	23%	33%	33%	34%
State (K-12)	7%	16%	30%	46%	23%
2015	9%	23%	24%	44%	32%
State (K-12)	6%	15%	31%	49%	21%

Not Econ. Disadv. (143)	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2016	34%	22%	27%	17%	56%
State (K-12)	34%	34%	19%	14%	68%
2015	25%	26%	35%	14%	51%
State (K-12)	27%	26%	26%	21%	53%

MUSD Subgroup Results - ELA

Female (120)	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2016	25%	39%	18%	18%	64%
State (K-12)	23%	31%	23%	23%	54%
2015	26%	37%	21%	17%	63%
State (K-12)	19%	30%	25%	25%	49%

Male (136)	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2016	16%	26%	29%	29%	42%
State (K-12)	16%	26%	24%	33%	42%
2015	11%	32%	22%	36%	43%
State (K-12)	13%	25%	25%	36%	38%

MUSD Subgroup Results - Math

Female (121)	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2016	21%	24%	34%	21%	45%
State (K-12)	16%	21%	29%	34%	37%
2015	19%	26%	31%	24%	45%
State (K-12)	14%	20%	30%	36%	34%

Male (134)	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2016	25%	22%	25%	28%	47%
State (K-12)	17%	20%	27%	36%	37%
2015	18%	23%	29%	30%	41%
State (K-12)	15%	19%	27%	39%	34%

MUSD All Students - ELA

All Students (256)	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2016	20%	32%	24%	24%	52%
State (K-12)	20%	29%	24%	28%	49%
2015	19%	34%	21%	26%	53%
State (K-12)	16%	28%	25%	31%	44%

MUSD All Students - Math

All Students (255)	Exceed	Met	Nearly Met	Did Not Meet	Met - Exceed
2016	24%	23%	29%	24%	47%
State (K-12)	17%	20%	28%	35%	37%
2015	18%	25%	30%	27%	43%
State (K-12)	14%	19%	29%	38%	33%





Business and Non-instructional Operations

Claims and Actions against the District

Claim Presentation Requirements

Any and all claims for money or damages against the District must be presented to and acted upon in accordance with Governing Board Policy 3320 and Administrative Regulation 3320 which have been adopted by the Governing Board pursuant to Government Code Section 935. Compliance with these District Claim Procedures is a prerequisite to any court action, including specifically those claims excepted by Government Code Section 905, unless the claim is governed by statutes or regulations which expressly free the claimant from the obligation to comply with this policy and the claims procedures set forth in the Government Code.

Legal References

EDUCATION CODE

35200 Liability for debts and contracts

*35202 Claims against districts; applicability of Government Code CODE OF
CIVIL PROCEDURE*

*340.1 Damages suffered as a result of childhood sexual abuse GOVERNMENT
CODE*

800 Cost in civil actions

935 Authority to enact local claims procedure

810-996.6 Claims and actions against public entities

53051 Information filed with secretary of state and county clerk PENAL CODE

72 Fraudulent claims COURT

DECISIONS

City of Stockton v. Superior Court (2007) 42 Cal.4th 730

Connelly v. County of Fresno (2006) 146 Cal.App.4th 29

CSEA v. South Orange Community College District (2004) 123 Cal.App.4th 574

*CSEA v. Azusa Unified School District (1984) 152 Cal.App.3d 580 State of California v. Superior Court
(Bodde) (2004) 32 Cal.4th 1234 Tapia v. County of San*

NCSIG 2016

Business and Non-instructional Operations

Claims and Actions against the District

Claim Presentation Requirements

California law requires that prior to filing a complaint against the EDIT DISTRICT NAME or its employees, the claimant must present a claim under the California Tort Claims Act. (Government Code 911 et seq.)

Time Limitations To Present Claim

Claims for money or damages relating to a cause of action for death or for injury to person, personal property or growing crops shall be presented to the Governing Board no later than six months after the accrual of the cause of action. (Government Code 905, 911.2)

1. Pursuant to Government Code 935, claims for money or damages that are listed as exceptions in Government Code 905 shall be presented not later than six months after the accrual of the cause of action. Such claims include:

(a) Claims under the Revenue and Taxation Code or other statute prescribing procedures for the refund, rebate, exemption, cancellation, amendment, modification, or adjustment of any tax, assessment, fee, or charge or any portion thereof, or of any penalties, costs, or charges related thereto;

(b) Claims in connection with which the filing of a notice of lien, statement of claim, or stop notice is required under any law relating to liens of mechanics, laborers, or material men;

(c) Claims by public employees for fees, salaries, wages, mileage, or other expenses and allowances;

(d) Claims for which the workers' compensation authorized by Division 4 (commencing with Section 3200) of the Labor Code is the exclusive remedy;

(e) Applications or claims for any form of public assistance under the Welfare and Institutions Code or other provisions of law relating to public assistance programs, and claims for goods, services, provisions, or other assistance rendered for or on behalf of any recipient of any form of public assistance;

(f) Applications or claims for money or benefits under any public retirement or pension system; Claims for principal or interest upon any bonds, notes, warrants, or other evidences of indebtedness;

(g) Claims that relate to a special assessment constituting a specific lien against the property assessed and that are payable from the proceeds of the assessment, by offset of a claim for damages against it or by delivery of any warrant or bonds representing it;

(h) *Claims by the state or by a state department or agency or by another local public entity or by a judicial branch entity;*

(i) *Claims arising under any provision of the Unemployment Insurance Code, including, but not limited to, claims for money or benefits, or for refunds or credits of employer or worker contributions, penalties, or interest, or for refunds to workers of deductions from wages in excess of the amount prescribed;*

(j) *Claims for the recovery of penalties or forfeitures made pursuant to Article 1 (commencing with Section 1720) of Chapter 1 of Part 7 of Division 2 of the Labor Code;*

(k) *Claims governed by the Pedestrian Mall Law of 1960 (Part 1 (commencing with Section 11000) of Division 13 of the Streets and Highways Code);*

(l) *Claims made pursuant to Section 340.1 of the Code of Civil Procedure for the recovery of damages suffered as a result of childhood sexual abuse. This subdivision shall apply only to claims arising out of conduct occurring on or after January 1, 2009;*

(n) *Claims made pursuant to Section 701.820 of the Code of Civil Procedure for the recovery of money pursuant to Section 26680; and*

(o) *Claims made pursuant to Section 49013 of the Education Code for reimbursement of pupil fees for participation in educational activities. (Government Code 905, 911.2, 935)*

2. *Claims for money or damages as authorized in Government Code 905 and not included in paragraph #1 or paragraph #2 above, including claims for damages to real property, shall be presented not later than one year after the accrual of the cause of action. (Government Code 905, 911.2)*

Claims against the District shall further be subject to the provisions of Government Code 945.4 relating to the prohibition of suits in the absence of the presentation of claims and action thereon by the District.

Late Claims

Any person presenting a claim under item #1 or #2 above later than six months after the accrual of the cause of action shall present, along with the claim, an application to file a late claim. Such claim and application to file a late claim shall be filed not later than one year after the accrual of the cause of action. (Government Code 911.4)

If a claim under item #1 or #2 is filed late and is not accompanied by an application to file a late claim, the Governing Board or Superintendent (collectively referred to as the "Board") shall, within 45 days, give written notice that the claim was not filed timely and that it is being returned without further action.

The "Board" shall grant or deny the application to file a late claim within 45 days after it is presented. This 45-day period may be extended by written agreement of the claimant and the "Board" provided that such agreement is made before the expiration of the 45-day period. (Government Code 911.6)

The "Board" shall grant the application to file a late claim under any one of the following circumstances: (Government Code 911.6)

1. The failure to present the claim was through mistake, inadvertence, surprise or excusable neglect and the district was not prejudiced in its defense of the claim by the failure to present the claim within the time limit.
2. The person who sustained the alleged injury, damage or loss was a minor during all of the time specified for presentation of the claim.
3. The person who sustained the alleged injury, damage or loss was physically or mentally incapacitated during all of the time specified for presentation of the claim and the disability was the reason he/she failed to present the claim.
4. The person who sustained the alleged injury, damage or loss died before the expiration of the time specified for the presentation of the claim.

If the application to present a late claim is denied, the claimant shall be given notice in the form set forth in Government Code 911.3. (Government Code 911.3) If the "Board" does not take action on the application to file a late claim within 45 days, the application shall be deemed to have been denied on the 45th day unless such time period has been extended, in which case it shall be denied on the last day of the period specified in the extension agreement. (Government Code 911.6)

Delivery and Form of Claim

A claim, any amendment thereto, or an application for leave to present a late claim shall be deemed presented when delivered to the office of the Superintendent or deposited in a post office, subpost office, substation, or mail chute or other like facility maintained by the U.S. Government in a sealed envelope properly addressed to the district office with postage paid. (Government Code 915, 915.2)

Claims must be submitted on the district claim form. The "Board" may return a claim not using the district's claim form. (Government Code 910.4). The required Claim Form is attached to this administrative regulation.

Notice of Claim Insufficiency

The Superintendent or designee shall review all claims for sufficiency of information.

If the claim is found insufficient or found not to satisfy the form requirements under Government Code 910.4, the "Board" may, within 20 days of receipt of the claim, either personally deliver or mail to the claimant, at the address stated in the claim form, a notice stating with particularity the defects or omission in the claim. (Government Code 910.8, 915.4)

If such a notice is delivered or sent to the claimant, the "Board" shall not act upon the claim until at least 15 days after such notice is given. (Government Code 910.8)

Amendments to Claim

Claims may be amended within the time limits provided under section entitled "Time Limitations" above or prior to final action by the "Board," whichever is later, if the claim, as amended, relates to the same transaction or occurrence which gave rise to the original claim. (Government Code 910.6)

Action on Claim

Within 45 days after the presentation or amendment of a claim, the "Board" may take action on the claim. This time limit may be extended by written agreement before the expiration of the 45- day period or before legal action is commenced or barred by legal limitations. (Government Code 912.4)

The "Board" may act on the claim in one of the following ways: (Government Code 912.6)

- 1. If the "Board" finds that the claim is not a proper claim against the district or its employees, the claim shall be rejected.*
- 2. If the "Board" finds that the claim is a proper claim against the district and is for an amount justly due, the claim shall be allowed.*
- 3. If the "Board" finds that the claim is a proper claim against the district but is for an amount greater than is justly due, the "Board" shall either reject the claim or allow it in the amount justly due and reject it as to the balance.*
- 4. If legal liability of the district or the amount justly due is disputed, the "Board" may reject or compromise the claim.*

If the "Board" allows the claim in whole or in part or compromises the claim and the claimant accepts the amount allowed or offered to settle the claim, the "Board" may require the claimant to accept it in settlement of the entire claim. (Government Code 912.6)

The Superintendent or designee shall transmit to the claimant written notice of action taken or inaction which is deemed rejection. The notice shall be in the form set forth in Government Code 913 and shall either be personally delivered or mailed to the address stated in the claim form. (Government Code 913, 915.4)

If no action is taken within the prescribed time limits, the claim shall be deemed to have been rejected. (Government Code 912.4, 945.6)

All claimants are encouraged to promptly seek the advice of an attorney so as to protect their legal rights with respect to any claim or potential claim.

NCSIG 2016

Exhibit AR/BP 3320: 2016 CLAIM FOR INJURY, DAMAGE and/or INDEMNITY**Mendocino Unified School District**

1. Claims for death, injury to person, or to personal property must be presented to the Mendocino Unified School District (not later than six (6) months after the occurrence (Govt. Code, Section 911.2))
2. Claims for damages to real property or breach of contract must be presented to the Mendocino Unified School District not later than (1) year after the occurrence (Govt. Code, Section 911.2)
3. Please carefully read the Mendocino Unified School District Board Policy **3320** and Administrative Regulation **3320** regarding the presentation of a claim.

DATE STAMP WHEN RECEIVED FROM CLAIMANT:**CLAIMANT INFORMATION:**

Name of Claimant		Age		Date of Birth	
Claimant Social Security Number (if claim for bodily injury)					
Does the Claimant have Medicare coverage?					
Residence Address of Claimant					
Name of Responsible Parent / Guardian					
Name of Other Person for Legal Notification					
Legal Mailing Address					
Telephone Number(s)					

ACCIDENT / LOSS INFORMATION (attach additional pages if necessary):

Date of Accident or Loss		Time of Day	
Location of Accident or Loss			
Name(s) of person(s) causing the accident or loss (if any)			
HOW and under what circumstances did damage or injury occur?			
WHAT particular action by the Mendocino Unified School District or its employees caused the alleged damage or injury? (Include names of employees, if known.)			

AMOUNT CLAIMING (Include estimated amount of any prospective loss insofar as it may be known at the time of the presentation of this claim, together with the basis of computation of the amount claimed; attach estimates or invoices, if possible. If amount claimed exceeds \$10,000, no dollar amount shall be stated.):

Type	Dollar Amount	Briefly Describe
Medical Expense	\$	
Property Loss	\$	
Other	\$	
TOTAL CLAIM	\$	

WITNESSES (include doctors & hospitals):

Name	Address	Phone #

Notice: Section 72 of the California Penal Code provides that every person who, with intent to defraud, presents for payment to any School District any false or fraudulent claim, is guilty of a felony punishable by fine and/or imprisonment.

Signature of Claimant or Representative_____
Date

Attention School Personnel: Date stamp and mail to Erik Knak, NCSIG Claims Administrator, Knak & Company, PO Box 990520, Redding, CA 96099-0520

NCSIG 5/2016

Instruction

Home and Hospital Instruction

A student with a temporary disability which makes school attendance impossible or inadvisable shall receive individual instruction in the student's home or in a qualifying hospital. A temporary disability consists of a physical, mental or emotional disability, after which the student can reasonably be expected to return to regular day classes or an alternative education program without special intervention. A temporary disability shall not include a disability for which a pupil is identified as an individual with exceptional needs pursuant to Education Code 56026. (Education Code 48206.3(b)(2))

The district shall provide home or hospital instruction only when a student is expected not to attend regular day classes or an alternative education program for two (2) weeks or more. Such instruction is for students with temporary disabilities and therefore, typically should not be provided for more than one (1) semester (i.e., 18 weeks).

(cf. 6158 - Independent Study)

(cf. 6164.4 - Identification of Individuals for Special Education)

Home or hospital instruction shall be provided only by teachers with valid California teaching credentials who consent to the assignment. (Education Code 44865) The students' regular site-based teacher(s), however, shall continue to issue course grades for students receiving home or hospital instruction, unless home or hospital instruction is provided for 10 weeks or more during a semester. When a student receives 10 weeks or more of home or hospital instruction during a semester, his or her home or hospital teacher shall issue the course grades for that semester.

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

The district shall offer at least one hour of instruction for every day of instruction offered by the district in the regular education program. No student shall be credited with more than five days of attendance per calendar week or credited with more than the total number of calendar days that regular classes are offered by the district in any fiscal year. (Education Code 48200, 48206.3)

Each home or hospital teaching session shall not exceed three (3) hours in duration, and the student shall receive a maximum of five (5) hours per week of individual instruction.

Courses Available Through Home or Hospital Instruction

K-6 and core curriculum subjects, such as English, Social Studies, Math, and Science (not labs), generally are available through home and hospital instruction. Courses such as advanced placement, honors, choir, instrument, courses with labs, foreign languages, other electives, etc., are not available through home and hospital instruction.

Procedures for Home and Hospital Instruction Requests

The Superintendent or designee shall require the parent(s) to complete a REQUEST FOR HOME AND HOSPITAL INSTRUCTION form and return that form to the Site Administrator. The form shall require, among other things, the names of and contact information for all health care providers diagnosing a health

condition that prevents the student from attending school and an authorization for the district to exchange information with those health care providers. The form shall also include a physician verification describing the limitations and/or restrictions on the home teacher when teaching the student and the calendar date the student will return to his/her site-based school program.

A licensed medical physician shall provide a written description of the student's disabling condition. The physician shall specifically state that the student's temporary disability makes school attendance in regular day classes or an alternative education program impossible or inadvisable. The physician also shall confirm that the student will not expose the teacher to any contagious diseases.

If a parent or guardian requests temporary home or hospital instruction for a student due to an emotional disability, such disability must be diagnosed by a licensed clinical psychologist or psychiatrist authorized to make that diagnosis.

Students who are pregnant or have become new mothers are not eligible, on either of these bases alone, to receive home or hospital instruction. However, students who experience medically-related complications during and/or after pregnancy may be eligible for home or hospital instruction if/when such complications satisfy the definition of "temporary disability." The district shall require written verification from a licensed physician of the student's medically-related complications and shall determine whether such complications constitute a temporary disability and make participation in regular day classes or an alternative education program impossible or inadvisable.

Home or hospital instruction shall not be denied to students with Hepatitis B, herpes or HIV/AIDS, as long as the home or hospital practices current preventive protocol as determined by the U.S. Centers for Disease Control.

The Superintendent or designee may require additional verification that the student requires home or hospital instruction.

In the event a student requires home or hospital instruction beyond the calendar date the physician initially anticipated the student would return to his/her site based school program, the parent(s) shall complete another REQUEST FOR HOME AND HOSPITAL INSTRUCTION form, including all of the information described above, and return it to the student's school.

Home Instruction

If the district approves temporary home instruction for a student with a temporary disability, the home teacher(s) will contact the student's parent or guardian to schedule the day(s) and time(s) for the individual instruction at the student's home.

Individual instruction shall occur in the student's home, unless another location is approved by the Superintendent or designee. The parents/guardians must provide a study area which is safe, quiet and conducive to learning.

A parent, guardian, or other responsible adult must be present at all times during the individual instruction.

To the extent possible, the home teacher shall consult with the student's current classroom teacher(s) to provide a continuity of instruction that enables student to keep up with the regular school program.

If students do not follow guidelines, including keeping scheduled appointments, unless ill, temporary instruction may be suspended.

Non-district Students

An out-of-district student with a temporary disability who is receiving care in a hospital or other residential health facility, excluding state hospitals, that is located within the district shall be deemed to have complied with the residency requirements for school attendance and shall receive individual instruction from the district.

It is the primary responsibility of the parent or guardian to notify the district in which the student with a temporary disability is deemed to reside of his or her presence in a qualifying hospital.

Upon receipt of such notification, the Superintendent or designee shall:

- 1. Within five working days of receipt of the notification, determine whether the student will be able to receive individualized instruction and, if the determination is positive, when the individualized instruction may commence. Individualized instruction shall commence no later than five working days after the positive determination has been rendered.*
- 2. Provide the student with individualized instruction pursuant to Education Code 48206.3. The school district may enter into an agreement with the school district in which the pupil previously attended regular day classes or an alternative education program, to have the school district the pupil previously attended provide the pupil with individualized instruction pursuant to Education Code 48206.3.*
- 3. Within five working days of the commencement of individualized instruction, provide the school district in which the student previously attended regular day classes or an alternative education program with written notice that the student shall not be counted by that district for purposes of computing average daily attendance pursuant to Education Code 42238.5, effective the date on which individualized instruction commenced.*

Alternatively, the Superintendent or designee may enter into an agreement with the district in which the student previously attended regular day classes or an alternative education program, to have that school district provide the individualized instruction.

The Superintendent or designee may require additional verification that the student requires home or hospital instruction.

Final determination of eligibility and approval for home or hospital instruction will be made by the Superintendent or designee.

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

(cf. 5112.2 - Exclusions from Attendance)

(cf. 5141.22 - Infectious Diseases)

10/98





Naming of Facility

Note: The following optional policy may be revised to reflect district criteria for naming new and existing school facilities.

The Governing Board shall name district schools and other district-owned or leased buildings, grounds, and facilities in recognition of:

- 1. Individuals, living or deceased, and entities that have made outstanding contributions, including financial contributions, to the school community*
- 2. Individuals, living or deceased, who have made contributions of statewide, national, or worldwide significance*
- 3. The geographic area in which the school or building is located*

The Board encourages community participation in the process of selecting names. A citizen advisory committee shall be appointed to review name suggestions and submit recommendations for the Board's consideration.

(cf. 1220 - Citizen Advisory Committees)

Any name adopted for any new school shall not be so similar to the name of any existing district school as to result in confusion to members of the community.

Before adopting any proposed name, the Board shall hold a public hearing at which members of the public will be given an opportunity to provide input.

(cf. 9320 - Meetings and Notices)

When naming or renaming a district school, building, or facility, the Board may specify the duration for which the name shall be in effect.

Memorials

Upon request, the Board shall consider planting commemorative trees, erecting monuments, or dedicating buildings, parts of buildings, athletic fields, gardens, or other district facilities, in memory of deceased students, staff members, community members, and benefactors of the district.

Naming Rights

The Board may grant to any person or entity the right to name any district building or facility. In doing so, the Board shall enter into a written agreement which shall:

- 1. Specify the benefits to the district from entering into the agreement*
- 2. State the roles and responsibilities of the parties to the agreement, including whether or not the Board shall retain the power to approve any proposed name*
- 3. Provide details related to the naming right granted, including the building, grounds, or facility involved and the duration for which the name shall be in effect*

4. Prohibit any message, image, or other depiction that advocates or endorses the use of drugs, tobacco, or alcohol, encourages unlawful discrimination against any person or group, or promotes the use of violence or the violation of any law or district policy

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

(cf. 1325 - Advertising/Promotions)

(cf. 3290 - Gifts, Grants and Bequests)

5. Reserve the authority to terminate the naming right if it determines that the grantee, subsequent to receiving the naming right, has engaged in any of the prohibited acts stated in item #4 above or other criminal or unlawful acts that might bring the district into disrepute

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

(2/86 2/96) 7/11

Mendocino Unified School District

New Construction

Board Policy 7310

Approved 10/16/03 Revised 9/20/07

Naming of Facility

The Governing Board may name schools or major facilities (not individual buildings or rooms) in recognition of the geographic area in which the school or major facility is located or natural environmental features in the geographic area.

The Board encourages community and student participation in the process of selecting names. A citizen advisory committee may be appointed to review name suggestions and submit recommendations for the Board's consideration.

The renaming of existing schools or major facilities shall occur only under extraordinary circumstances and after thorough study.

Individual buildings or rooms named prior to the adoption of this policy shall retain the names assigned them by previous boards.

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

Instruction

Home and Hospital Instruction Forms

See the attached forms:

- 1. Parent/Guardian Letter*
- 2. Request for Home Hospital Instruction*
- 3. Physician's Statement Requesting Home and Hospital Instruction*
- 4. HIPPA – Compliant Authorizations for Exchange of Health & Education Information*
- 5. Physician's Release From Home and Hospital Instruction*

Mendocino Unified School District

PO Box 1154, Mendocino, CA 95460

Telephone (707) 937-5868

Fax (707) 937-0714

www.mendocinoused.org

2016-2017 School Year

Dear Parent/Guardian:

In order to obtain home instruction for your child, the following forms (attached) must be completed and returned to the school site:

- **REQUEST FOR HOME AND HOSPITAL INSTRUCTION**
- **PHYSICIAN'S STATEMENT REQUESTING HOME AND HOSPITAL INSTRUCTION**
- **HIPAA – AUTHORIZATION FOR RELEASE/EXCHANGE OF INFORMATION**

Please be advised that the Home and Hospital Instruction Program provides for on-going academic instruction for students unable to attend the regular school day due to a **“TEMPORARY DISABILITY,”** illness, surgery, or chronic medical disorders. The program can not support students who are taking certain electives, such as foreign languages, lab sciences, wood shop, AP or Honors courses, or any other subjects requiring hands-on instruction.

To qualify for H/H instruction, the student's illness or injury must be diagnosed and verified in writing by a licensed physician or licensed clinical psychologist. The term “temporary disability” means disabled by accident, or by physical, mental or emotional illness for a period of two (2) weeks or longer.

A credentialed teacher will be assigned as a home tutor. The home tutor will contact you to arrange for the first visit as soon as the school site receives these forms. Please arrange your time accordingly so that you will be able to make contact with the home tutor and be present when he or she works with your child. A clear and quiet workplace for the home tutor and your child is requested.

Please note that before your student may be readmitted to their school, the enclosed form **PHYSICIAN'S RELEASE FROM HOME AND HOSPITAL INSTRUCTION** (also attached) must be signed by your physician and returned to the school site.

Your application, once approved, is only valid for the current school semester. You will need to reapply each semester, in the event the illness/injury is prolonged over multiple semesters.

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REQUEST FOR HOME AND HOSPITAL INSTRUCTION

☐ Fall 2016 ☐ Spring 2017

Date of Request _____ Birth date _____ Phone _____

Student's Full Name _____
First Middle Last

Residence Address _____
Street City/State/Zip

Parent's Email Address _____

School _____ Grade _____ Teacher/Advisor _____

Does your child receive special services? ☐ Special Education (IEP) ☐ 504
(504 or IEP MUST BE ATTACHED TO APPLICATION)

Reasons for Request: _____

Brief History of Disability: _____

Probable Duration of Disability _____

Last date of school attendance _____

Areas in which student needs special help _____

Student's special interests _____

Signature of Parent/Guardian _____

DISTRICT OFFICE USE ONLY

Instructor Assigned _____

Date _____ Date Released _____

Mendocino Unified School District

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www.mendocinoused.org

**PHYSICIAN'S STATEMENT REQUESTING HOME AND HOSPITAL INSTRUCTION
2016-2017**

To: Physician

We are allowed to provide educational services to homebound or hospitalized students only on authorization of a **licensed physician**. **Please note that the State of California only allows 5 HOURS of service each week – thus this program should be used as a temporary and last resort.** This service will be continued as long as the pupil is under continued medical care and is considered to be unable to return to school. The district depends on you to notify us when the pupil's condition has improved sufficiently for them to return to school.

For your convenience, we have prepared the form below, which will give us the information we need. This form must be resubmitted **each semester** if illness/injury requires Home/Hospital. Thank you.

Date _____

Name of Student: _____ DOB: _____

The above named student is unable to attend regular school classes, but is ready and able to have home tutoring. My medical findings and recommendations are as follows:

Diagnosis: _____

I estimate this student will be homebound until: _____
(Please give specific date.)

In order to protect the Home/Hospital tutor, who is instructing in the patient's home, please mark one of the below statements, and sign below:

☐ Patient **IS** a danger to the Home/Hospital Instructor☐ Patient is **NOT** a danger to the Home/Hospital Instructor

Limitations, restrictions, or precautions the teacher should take in teaching this student: _____

Remarks: _____

Physician: _____ Signature: _____
(print name)Address: _____ Telephone: _____
Fax: _____

MENDOCINO UNIFIED SCHOOL DISTRICT

HIPAA-Compliant Authorizations for Exchange of Health & Education Information

Patient/Student Name: _____ Date of Birth: _____

I hereby authorize _____ [insert health care provider name & title]
and Mendocino Unified School District to exchange health and education information/records
for the purpose listed below.

PO Box 1154, Mendocino, CA 95460 (707) 937-5868

_____ [insert address and phone of health care provider]

Description:

The health information to be disclosed consists of:

The education information to be disclosed consists of:

Purpose: This information will be used for the following purpose(s):

1. Educational evaluation and program planning
2. Health assessment and planning for health care services and treatment in school.
3. Other: _____

Authorization

This authorization is valid for one year. It will expire on _____ [insert date]. I understand that I may revoke this authorization at any time by submitting written notice of the withdrawal of my consent. I recognize that health records, once received by the school, may not be protected by the HIPAA privacy Rule, but will become educational records protected by the Family Educational Rights and Privacy Act. I also understand that if I refuse to sign, such refusal will not interfere with my child's ability to obtain health care.

Parent Signature

Date

Student Signature*

Date

*If a minor student is authorized to consent to health care without parental consent under federal or state law, only the student shall sign this authorization form.

Copies: Parent or student*

Physician or other health care provider releasing the protected health information

School official requesting/receiving the protected health information

Mendocino Unified School District

PO Box 1154, Mendocino, CA 95460

Telephone (707) 937-5868

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**PHYSICIAN'S RELEASE FROM HOME AND HOSPITAL INSTRUCTION
2016-2017**

*This form **must be completed and signed by the physician** and presented to the school office and confirmed **before** the student will be readmitted to class.*

Please readmit _____ to their regular school or classroom
Student's Name
setting, effective: _____.
Date

My recommendations for this student are:

- ☐ Regular School Program
- ☐ Restricted activities, please specify: _____

- ☐ Other: _____

The above recommendations will be followed until further communication from the physician is received.

Comments: _____

Physician Signature _____ Date _____

Physician Name _____

Address _____

Phone _____ Fax _____

