

***DEL MAR UNION SCHOOL DISTRICT
INSTRUCTION***

BOARD POLICY 6151 (was BP 6015): CLASS SIZE

The Governing Board recognizes that the number of students in a class may affect the extent to which teachers can identify and respond to individual student needs.

In accordance with negotiated employee agreements and state law, and upon the recommendation of the Superintendent or designee, the Board shall establish upper and lower class size limits appropriate for the subject or grade level taught and conducive to the effective use of teaching staff.

The Superintendent or designee shall regularly prepare reports that will enable the Board to evaluate the effectiveness of the class size reduction program and its impact on student achievement and on the attainment of the district's goals. These reports shall also include an analysis of the impact of class size reduction on staffing and school facilities needs.

Class Size Reduction in Grades K-3

The Board believes that small class size is beneficial to students in the elementary grades as they acquire the basic skills that serve as the foundation for their subsequent learning. The Superintendent or designee shall ensure that classes in primary grades designated by the Board are reduced to 20 or fewer students per teacher in accordance with law.

Full-time mainstreamed special education students (in the regular classroom at least 50% of the day), shall be included in determining class size for purposes of the class size reduction program.

In accordance with law, the Superintendent or designee shall ensure that the teachers of classes in the class size reduction program receive training designed to help them maximize the educational advantages of class size reduction.

If it becomes necessary to consider reducing or eliminating certain grade levels or schools from participation in the class size reduction program, the Superintendent or designee shall prepare a report analyzing the potential impact of the program's elimination, including the effects on the district's budget, facilities, staffing and collective bargaining agreement, as well as the potential impact on student achievement and learning. He/she shall present recommendations to the Board in accordance with the priorities specified in law.

Legal Reference:

EDUCATION CODE

17042 Rules for determining area of adequate school construction; exceptions

17042.7 Formula for calculation

33050 Nonwaivable provisions

35160 Authority of the board

41375 Legislative intent encouraging reduction in class size

41376 Minimum class size standards

41378 Apportionments and allowances, kindergarten classes

42280 Necessary small schools

46205 Computation for early-late programs

51225.3 Graduation requirements

52120-52128 Class Size Reduction Program

52080-52090 Morgan-Hart Class Size Reduction Act of 1989

GOVERNMENT CODE

3543.2 Scope of representation

CODE OF REGULATIONS, TITLE 5

15103 Definitions

15130-15133 Class size reduction program K-3

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

Management Resources:

CDE PROGRAM ADVISORIES

1007.96 Class Size Reduction and the Relationship to Individuals with Disabilities

0921.90 Implementing Class Size Reduction under the Morgan-Hart Class Size Reduction Act of 1989: CIL: 90/91-01

WEB SITES

CDE: <http://www.cde.ca.gov>

**DEL MAR UNION SCHOOL DISTRICT
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BOARD POLICY 6152: CLASS ASSIGNMENT

When assigning students to specific classrooms, the Superintendent or designee shall strive to provide the best possible learning environment for each student. Insofar as possible, consideration shall be given to:

1. Recommendations of the current classroom teacher/grade level team.
2. Gender, ethnic and language balance
3. Academic balance of advanced, proficient, and struggling learners.
4. Balance of students with social or emotional problems
5. Strengths and teaching style of individual teachers
6. Student interests, readiness, behavior and motivation

The Superintendent or designee may accept from parents/guardians any student information, which would be helpful in making placement decisions. However, parents/guardians who provide such information shall be informed that requests for a specific teacher will not be accepted.

During the school year, the Superintendent or designee may make any adjustments in class placement, which he/she considers beneficial to the student or the educational program.

Legal Reference:

EDUCATION CODE

35020 Duties of employees fixed by governing board

**DEL MAR UNION SCHOOL DISTRICT
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BOARD POLICY 6153: SCHOOL-SPONSORED TRIPS

The Governing Board recognizes that school-sponsored trips are important components of a student's development. Besides supplementing and enriching classroom learning experiences, such trips encourage new interests among students, make them more aware of community resources, and help them relate their school experiences to the outside world. The Board believes that careful planning can greatly enhance the value and safety of such trips.

If the Board allocates funds for school-sponsored trips, individual schools may be provided with budgetary allocations so that they can plan ahead. Special trip expense funds may be established when necessary for fund-raising purposes.

All trips involving out-of-state or overnight travel shall require the prior approval of the Board. Other trips may be approved by the Superintendent or designee.

Principals shall ensure that teachers develop plans, which provide for the safety of students and their proper supervision by certificated staff on all school-sponsored trips. Other school employees and parents/guardians also may participate in this supervision and may be asked to attend preparatory training sessions and/or meetings.

The ratio of adults to students on school-sponsored trips shall be at least one to 10. If the trip involves water activities, this ratio shall be revised to ensure closer supervision of elementary grade students, appropriate to their ages.

Study Trips

In advance of a study trip, teachers shall determine educational objectives, which relate directly to the grade level academic standards. Principals shall ensure that teachers develop plans, which provide for the best use of students' learning time while on the trip. Teachers also shall provide appropriate instruction before and after the trip.

Legal Reference:

EDUCATION CODE

8760 *Authorization of outdoor science and conservation programs*

32040 *Duty to equip school with first aid kit*

32041 *Field trips*

32043 *Snakebite kits on field trips*

32044 *Violations*

35330 *Excursions and field trips*

35331 *Provision for medical or hospital service for pupils (on field trips)*

35332 *Transportation by chartered airline*

Board Policy/Administrative Regulation/Exhibit 6153 (was BP 6011 Approved by the Board of Trustees June 12, 1996): Approved by the Board of Trustees: January 23, 2008; Exhibit 1 Approved with Revisions by the Board of Trustees: July 30, 2008

35350 *Transportation of students*
44808 *Liability when pupils not on school property*
48908 *Duties of pupils; authority of teachers*

**DEL MAR UNION SCHOOL DISTRICT
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ADMINISTRATIVE REGULATION TO BOARD POLICY 6153:
SCHOOL-SPONSORED TRIPS

All planned trips away from school grounds, including athletic trips, academic competitions, and outdoor education programs, are subject to this regulation.

Students must have written parental permission in order to participate in trips requiring transportation. (Education Code 35350) The district shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip.

Safety and First Aid

1. While conducting a trip, the teacher, employee or agent of the school shall have the school's first aid kit in his/her possession or immediately available. (Education Code 32040, 32041)
2. Whenever trips are conducted in areas known to be infested with poisonous snakes:
 - a. The first aid kit taken on the trip shall contain medically accepted snakebite remedies. (Education Code 32043)
 - b. The trip shall be accompanied by a teacher, employee or agent of the school who has completed a first aid course which is certified by the American Red Cross and which emphasizes the treatment of snakebites. (Education Code 32043)
3. Before trips of more than one day, the principal or designee shall hold a meeting for staff, parents/guardians and students to discuss safety and the importance of safety-related rules for the trip. For noncertificated adults who will assist in supervising students on the trip, the principal or designee may also hold a meeting to explain how to keep appropriate groups together and what to do if an emergency occurs.

Supervision

1. Students on approved trips are under the jurisdiction of the Governing Board and subject to school rules and regulations.

Board Policy/Administrative Regulation/Exhibit 6153 (was BP 6011 Approved by the Board of Trustees June 12, 1996): Approved by the Board of Trustees: January 23, 2008; Exhibit 1 Approved with Revisions by the Board of Trustees: July 30, 2008

2. Teachers or other certificated personnel shall accompany students on all trips and shall assume responsibility for their proper conduct.
3. Before the trip, teachers shall provide any adult chaperones who may accompany the students with clear information regarding their responsibilities.
4. Chaperones shall be 18 years of age or older.
5. Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities.
6. Teachers and chaperones shall not consume alcoholic beverages or use controlled substances or tobacco products while accompanying and supervising students on a trip.
7. When a trip is made to a place of business or industry, the teacher shall arrange for an employee of the host company to serve as conductor.

Funding

No student shall be prevented from making a trip because of a lack of sufficient funds. No trip shall be authorized if any student would be excluded from participation because of a lack of sufficient funds. (Education Code 35330)

Trip Approval

1. Teachers planning a trip shall make a request in writing to the principal at least 10 working days prior to the date desired. Whenever practical, an alternate date should also be listed. The purpose of the trip and its relation to the grade level academic standards shall be stated in the request.
2. The principal shall approve or disapprove the request and notify the teacher. If the trip is disapproved, the principal should state the reasons.
3. Principals may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.
4. Principals shall approve no activities, which they consider to be inherently dangerous to students or to pose unacceptable, unmitigated risks.

Trips Which Include Swimming or Wading

1. No swimming or wading shall be allowed on trips unless planned and approved in advance.

Board Policy/Administrative Regulation/Exhibit 6153 (was BP 6011 Approved by the Board of Trustees June 12, 1996): Approved by the Board of Trustees: January 23, 2008; Exhibit 1 Approved with Revisions by the Board of Trustees: July 30, 2008

2. When wading in the ocean, bay, river or other body of water as part of a planned, supervised outdoor education activity, teachers shall instruct both chaperones and students of the real and potential risks inherent in such activities and the precautions necessary for their safety.
3. Parents/guardians must provide written permission for the student to swim and must indicate the student's swimming ability.
4. Swimming facilities, including backyard pools, must be inspected by the principal and teacher before the trip is scheduled.
5. Owners of private pools must provide a certificate of insurance, designating the district as an additional insured, for not less than \$500,000 in liability coverage.
6. Lifeguards must be designated for all swimming activities. If lifeguards are not provided by the pool owner or operator, the principal shall ensure their presence. Lifeguards must be Red Cross certified or equivalent and must be at least 21 years old.
7. The ratio of adult chaperones to students:
 - In grades 4-6, this ratio shall be one to eight.
 - In grades K-3, this ratio shall be one to four.
8. Specific supervisory responsibilities shall be determined in advance to accommodate the varying swimming abilities of students. These responsibilities shall be clarified in writing and reviewed verbally before the trip.
9. Emergency procedures shall be included with written instructions to adult chaperones and staff.
10. Staff and chaperones assigned to supervise students must wear swim suits and know how to swim.
11. The principal may require students to wear flotation devices, depending upon their age and swimming ability.
12. A buddy-system or other means of surveillance shall be arranged in advance and strictly enforced during swimming activities.

**DEL MAR UNION SCHOOL DISTRICT
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BOARD POLICY 6153: SCHOOL-SPONSORED TRIPS • EXHIBIT 1

**PARENT/GUARDIAN PERMISSION FOR STUDENT PARTICIPATION IN
OFF-CAMPUS SCHOOL-SPONSORED EVENTS**

_____ (Name of Student) _____ has my permission to attend

_____ (activity/event) _____ which will take place at: _____

Date(s) of event: _____ Class or group attending: _____

Teacher or leader: _____

Method of transportation: _____

If traveling by automobile, name of driver: _____

1. I understand that all students going on this trip will be responsible in conduct to the bus driver, to teachers or adult sponsors. It is further understood that students will go and return from the event on the transportation provided and that every reasonable caution will be maintained on the trip.
2. I hereby acknowledge that I have been advised that the activities involved in this excursion/field trip or event are ____ are not ____ considered by the district to be of "high risk" to the participants.
3. I hereby acknowledge that I have been advised that the activities involved in this excursion/field trip or event are ____ are not ____ considered by the district to be of "high risk" to the participants.

_____ (Date) _____ (Parent or Guardian Signature) _____

**WAIVER OF CLAIM
(To be Completed for Out-of-State Events Only)**

In granting permission to attend, I do hereby waive all claims and hold harmless the individual sponsors, the *DEL MAR UNION SCHOOL DISTRICT*, and the State of California for any injury, accident, illness, death, or any loss or damage to personal property occurring during or by reason of this excursion/field trip or event.

_____ (Date) _____ (Parent or Guardian Signature) _____

**DEL MAR UNION SCHOOL DISTRICT
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BOARD POLICY 6154: HOMEWORK/MAKEUP WORK

The Governing Board recognizes that homework contributes toward building responsibility, self-discipline and life-long learning habits, and that time spent on homework directly influences students' ability to meet the district's academic standards. The Board expects students, parents/guardians and staff to view homework as a routine and important part of students' daily lives.

The Superintendent or designee shall ensure that administrators and teachers develop and implement an effective homework plan at each school site. As needed, teachers may receive training in designing relevant, challenging and meaningful homework assignments that reinforce classroom learning objectives. Teachers' expectations related to homework may be addressed in their evaluations.

Although it is the student's responsibility to do most homework assignments independently, the Board expects teachers at all grade levels to use parents/guardians as a contributing resource. When students repeatedly fail to do their homework, parents/guardians shall be notified and asked to contact the teacher.

Makeup Work

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

Students who miss schoolwork because of unexcused absences may be given the opportunity to make up missed work for full or reduced credit. Teachers shall assign such makeup work as necessary to ensure academic progress, not as a punitive measure.

Legal Reference:

EDUCATION CODE

48205 Absences for personal reasons

48913 Completion of work missed by suspended student

48980 Parental notifications

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

Management Resources:

SBE POLICIES

Parent Involvement in the Education of Their Children, 1994

Policy Statement on Homework, 1995

The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the suspension. (Education Code 48913)

**DEL MAR UNION SCHOOL DISTRICT
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**ADMINISTRATIVE REGULATION TO BOARD POLICY 6154:
HOMEWORK/MAKEUP WORK**

School-Site Homework Plan

The principal and staff at each school shall develop and regularly review a school-site homework plan, which includes guidelines for the assignment of homework and describes the responsibilities of students, staff and parents/guardians. The plan shall identify all of the following:

1. For each grade level, the amount of time that students shall be expected to spend on homework
2. For each grade level, the extent to which homework assignments shall systematically involve participation by parents/guardians
3. The means by which parents/guardians shall be informed about:
 - a. Homework expectations
 - b. How homework relates to the student's grades
 - c. How best to help their children
4. Techniques that will be taught to help students allocate their time wisely, meet their deadlines and develop good personal study habits
5. The access that students shall have to obtain resource materials from the library media center
6. The means by which teachers shall coordinate assignments so that students do not receive an overload of homework one day and very little the next
7. For each grade level, the extent to which homework assignments shall emphasize independent research, reports, special reading and problem-solving activities

Makeup Work

The Superintendent or designee shall notify parents/guardians that no student may have his/her grade reduced or lose academic credit for any excused absence when missed assignments and tests are satisfactorily completed within a reasonable period of time. Such notification shall include the full text of Education Code 48205. (Education Code 48980)