

# Library Policies and Procedures



**COALINGA-HURON**

**Unified School District**

*Engage, Challenge and Inspire*

January 2018

## Table of Contents

I. Statement of Policy	2
II. Objectives of Selection	2
III. Responsibility of Selection	2
IV. Criteria for Selection	3
V. Procedures for Selection and Deselection	4
VI. Procedures for the Reconsideration of Materials	6
VII. Procedures for Fees/Payment Collection Process	9
The Library Bill of Rights of the American Library Association.....	Appendix A
Request for Reconsideration of Library Materials .....	Appendix B
CHUSD Library Media Materials Request.....	Appendix C
CHUSD Acceptance of Gifts and/or Donation of Library Materials.....	Appendix D
CHUSD Inter-Library Loan (ILL) Policy & Procedures.....	Appendix E
CHUSD Inter-Library Loan (ILL) Agreement.....	Appendix F
CHUSD Inter-Library Loan (ILL) Materials Request.....	Appendix G
BP 3270 (a) Sale and Disposal of Books, Equipment, and Supplies...	Appendix H
Letter to Complainant.....	Appendix I
Williams Uniform Complaint Form.....	Appendix J
Cash County Form.....	Appendix K
Transfer Form.....	Appendix L






## I. Statement of Policy

In order to effectively function in and contribute to a rapidly changing technological society, students must develop skills to manage complex information formats. The school library program provides opportunities for students to acquire these skills and foster a lifelong interest in both reading and learning. Therefore, it is the policy of the Board of Education of Coalinga Huron Unified School District to provide each student with access to a comprehensive collection of library materials that supports the educational and personal needs of its students.

## II. Objectives of Selection

In the selection of library materials the district adheres to the principles of the American

Library Association *Library Bill of Rights*. In order to assure that the Library Media Center is an integral part of the educational program of the school, the following selection objectives are applied:










-  To make available to students and faculty a broad range of learning materials that will support, enrich, and help implement the school's curricular program that is guided by the California Content Standards.
-  To provide students with a wide range of educational materials at all levels of difficulty and in a variety of formats, with diversity of appeal, allowing for the presentation of many different points of view.
-  To provide information on opposing sides of controversial issues so that users may develop critical analysis skills.
-  To provide materials that realistically reflect the nature of and contributions made by the diverse groups in our pluralistic society.
-  To meet the personal needs and interests of the students, parents, and district staff served.

## III. Responsibility for Selection

Ultimate responsibility for the selection of library materials rests with the CHUSD Board of Education, who shall delegate the authority and responsibility for the selection of all print and non-print library materials to the professional library staff at each school site. Each site's library staff will:

- place principles above personal opinion and reason above prejudice in the selection of materials.
- select material according to established criteria.
- seek recommendations and input from teachers, staff, students, administrators, parents, and community members. (School Site Council, ELAC, staff meetings.)
- coordinate and finalize the purchase of materials for the library.
- submit all orders for final review and approval by the site principal.

#### IV. Criteria for Selection

- A. All library materials shall support and be consistent with the California Content Standards, the general educational goals of the Coalinga-Huron Unified School District, and the goals and objectives of individual schools and specific grades and/or courses.
- B. Library materials must meet high standards of quality in:
  - Educational significance
    -  Factual content
    -  Accuracy
    -  Physical format
    -  Presentation & appearance
    -  Authenticity
    -  Literary style and/or artistic quality
    -  Readability
    -  Technical quality
    -  Currency, timeliness, or permanence
- C. Materials must be appropriate for the age, language, emotional development, ability level, learning styles, language acquisition levels, and social development of the students for whom the materials are selected.
- D. Materials must be representative of multiple language groups, ethnicity, diversity, and interests of the student population.
- E. Materials shall provide information on opposing sides of controversial issues so that users may develop, under guidance, the practice of critical analysis. The selection of learning resources on controversial issues will be directed toward maintaining a balanced collection representing various views.
- F. Materials shall be chosen to help students gain an awareness of our pluralistic society.
- G. Materials shall be selected for their strengths rather than rejected for their weaknesses.
- H. All materials must have at least one positive review from a reputable, professional source.

















## IV. Procedures for Selection and Deselection

### A. Selection of new resources







Site library staff will:


1. Evaluate the existing library collection and site educational/curricular objectives in order to determine areas of need.
2. Seek recommendations and input from teachers, staff, students, administrators, parents, and/or community members when appropriate (see Appendix C).
3. Consult reputable, professionally prepared aids to selection and other appropriate sources. The following recommended sources shall be consulted in the selection of materials, but selection is not limited to their listings:

Bibliographies/Indexes that could be consulted:



-  *100 Best Books for Children* (Silvey)
-  *60 Years of Notable Children's Books* (ALA/ALSC)
-  *A to Zoo: Subject Access to Children's Picture Books* (Lima)
-  *Best Books for Children: Preschool through Grade 6* (Barr/Gillespie)
-  *Children's Core Collection* (H.W. Wilson)
-  *Popular Series Fiction for K-6 Readers* (Thomas)
-  *Subject Guide to Children's Books in Print* (Bowker)
-  *Best Books for Middle School and Junior High Readers* (Barr/Gillespie)
-  *Popular Series Fiction for Middle School and Teen Readers* (Barr/Thomas)
-  *Best Books for High School Readers: Grades 9-12* (Barr/Gillespie)
-  *Best Books for Young Adults* (ALA)
-  *More Outstanding Books for the College Bound* (ALA/YALSA)
-  *Senior High Core Collection* (H.W. Wilson)
-  *Guide to Reference Materials for School Library Media Centers* (Safford)
-  *Recommended Literature: Kindergarten through Grade 12* (California Department of Education)
-  *Recommended Reference Books for Small and Medium-Sized Libraries and Media Centers* (Hysell)

Journals that could be consulted:

-  *Booklist*
-  *Bulletin of the Center for Children's Books*
-  *Horn Book*
-  *Kirkus Reviews*
-  *Library Journal*
-  *Library Media Connection*

-  *Publisher's Weekly*
-  *School Library Journal*
-  *Voice of Youth Advocates (VOYA)*

Electronic Resources that could be consulted:






-  American Library Association's Book & Media Awards and Recommended Print/Media lists: [www.ala.org](http://www.ala.org)
-  *Recommended Literature: Kindergarten through Grade 12* (California Department of Education): <http://www.cde.ca.gov/ci/rl/ll/index.asp>

4. Other sources may be consulted as appropriate. Whenever possible, the actual resource should be examined.
5. Select material according to the criteria established in Section IV of this policy.
6. Submit the order to the to the site principal for final approval.






#### B. Deselection (weeding) of materials

Selection is an ongoing process that should include the removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value. Weeding is essential to maintaining a current, relevant, and attractive collection.

#### Deselection Rationale:

-  To make space for more valuable items.
-  To provide a more appealing, more up to date collection.
-  To make the library media center easier for patrons and staff to use.
-  To provide reliable information.
-  To remove the illusion of a well-rounded, well-stocked collection.

Materials to be weeded may be:

-  Out-of-date, obsolete, inaccurate, or misleading
-  Superseded by more current, available material
-  Of inappropriate interest or reading level for the school population
-  In poor physical condition
-  Irrelevant to the school curriculum

C. Disposal of discarded materials:

See District Board Policy *BP 3270 (a)* (see Appendix F)

D. Resource sharing (ILL)

The CHUSD libraries may utilize resource sharing, or Inter-Library Loan (ILL), in order to extend access to information and materials not available so that students may have access to the widest possible range of materials (see Appendix E). However, ILL does not relieve any library of the responsibility for developing its own collection and is not be used as a substitute for ongoing collection development.

E. Gifts and donated materials

Donations are gratefully appreciated and will be judged by the same selection criterion for all other library materials. The donor(s) will receive written acknowledgement of the gift and may request that a donation label be affixed to the gifted materials (see Appendix D). All donated library materials become property of CHUSD and will be placed at the most appropriate library site.

Materials not added to the library collection will be discarded or returned to the donor(s) if requested at the time of donation (see Appendix D). Donations valued at \$500 or greater will go to the board for public acknowledgement.

## II. Procedures for the Reconsideration of Materials

The Coalinga Huron Unified School District Board of Education supports the principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States and expressed in the Library Bill of Rights of the American Library Association, a copy of which is appended to and made a part of this policy. In the event that materials are questioned, the principles of intellectual freedom, the right to access materials, and the integrity of library personnel must be defended.

Any student, parent, or employee of the school district may formally challenge learning resources used in the district's educational program on the basis of appropriateness.

Each school will keep on hand and make available a *Request for Reconsideration of Library Materials form* and a *Williams Uniform Complaint Form* (see Appendix B and H). All formal objections to library materials must be made using both forms.

The following procedures will be followed:

- A. All complaints to staff members shall be reported to the site principal, whether received by telephone, letter, or in personal conversation.
- B. The principal in concert with the professional library staff shall contact the complainant to discuss the complaint and attempt to resolve it informally by explaining the district's selection procedure, criteria, and qualifications of those persons selecting the resource.
- C. If the complaint is not resolved informally and the complainant wishes to file a formal challenge, a packet of materials including a copy of the school's instructional goals and objectives, the CHUSD School Library Materials Selection Policy, a Request for Reconsideration of Library Materials form and a Williams Uniform Complaint Form shall be handed to or mailed to the complainant by the site principal.

Sample Letter to Complainant: (see Appendix G)

Dear:

We appreciate your concern over the use of \_\_\_\_\_ in our school district. The district has developed procedures for selecting materials, but realizes that not everyone will agree with every selection made.

To help you understand the selection process, we are enclosing copies of the school's instructional goals and objectives and the CHUSD School Library Materials Selection Policy.

If you are still concerned after reviewing this material, please complete the enclosed Request for Reconsideration of Library Materials form and return it to me. You may be assured of prompt attention to your request. If I have not heard from you within two weeks, we will assume you no longer wish to file a formal complaint.

Sincerely,

Principal

- D. The Request for Reconsideration of Library Materials form and the Williams Uniform Complaint form must be signed by the complainant and filed with the site principal within two weeks of the initial complaint. If the site principal has not received the formal Request for Reconsideration of Library Materials form within two weeks, the matter shall be considered closed.
- E. The site principal will forward the complaint to the superintendent or designee, who will share it with the CHUSD Board of Education.
- F. No questioned materials will be marked, sequestered, or removed from the library pending a final decision by the reconsideration committee.



- G. A reconsideration committee shall be appointed by the superintendent. The committee shall consist of a site administrator, the Director of Curriculum, the district library staff, a site classroom teacher, a parent with a student enrolled at the site, and a student (if appropriate.) The reconsideration committee will read or view the challenged material in its entirety and will meet on the issue at the next regularly scheduled district Library Media Center meeting after the complaint is received. The committee shall:
1. Review the *Library Bill of Rights*.
  2. Review the challenged resource and judge whether it conforms to the principles of the district's library materials selection criterion.
  3. Determine professional acceptance by reading critical reviews of the resource and consulting standard evaluation aids and local holdings in other school libraries.
  4. Weigh values and faults and form opinions based on the material as a whole rather than on passages or sections taken out of context.
  5. Discuss the challenged resource within the context of the educational program.
  6. Consult district support staff and/or community persons with related professional knowledge as needed.
  7. Prepare a written report presenting both majority and minority opinions and outlining the committee's recommendations.
- H. The written report shall be retained by the site principal, with copies forwarded to the Superintendent and Board of Education. Written reports, once filed, are confidential and available for examination by trustees and appropriate officials only.
- I. The site principal will discuss the final report, presenting both majority and minority opinions, with the complainant.
- J. The decision of the reconsideration committee is binding for the individual school site.
- K. Notwithstanding any procedure outlined in this policy, the complainant shall have the right to appeal any decision of the reconsideration committee to the CHUSD Board of Education as the final review panel.

## **VII. Lost of Damaged Materials**

### **A. Lost and Damaged Books**

If a book is lost or damaged, the book must be paid for before additional books can be checked out. Payment for a lost book is reimbursed should the book be found and returned in good condition. Debts remaining at the end of the school year may be turned in to the office and become a part of the student's permanent file. Any items checked out at the time a student withdraws from school must be returned and paid for upon withdrawal.

### **B. Technology (1:1 Initiative)**

All damaged technology is to be sent to the district's Confidential Business Secretary, Aida Ramirez, at the district office. Damaged item/s will be processed for insurance claim prior to being forwarded to IT department. For HES and HMS, damaged items will be picked up and delivered by the Huron Information Technology Support Tech, Silverio Najar.

#### Fees for Technology:

\$85 for Macbook chargers

\$45 for Macbook protective covers

### **C. Fees/Payment Collection Process:**

1. Library staff will collect fees/payment for lost and damaged library materials and lost or damaged technology related to the district's 1:1 technology. A receipt of payment for will provided to student/parent.
2. Front office will maintain cash; retain approx. \$100 in cash box for change and refunds.
3. On a weekly basis, complete a cash counting form and send to Confidential Business Secretary, Aida Ramirez. (Two staff signatures are required on Cash Count Form - see Appendix K)
4. Send payments/cash to Confidential Business Secretary every Monday. Payments may be sent via intradistrict mail.
5. Referrals to collections will be handled by Confidential Business Secretary.
6. A transfer form/checkout form will be used when students are moving to another school. (see Appendix L)

## Appendix A

# Library Bill of Rights

The American Library Association  
affirms that all libraries are forums for information and  
ideas, and that the following basic policies should guide  
their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.  
Amended February 2, 1961, and January 23,  
1980, inclusion of "age" reaffirmed January  
23, 1996, by the ALA Council.

## Appendix B

## Request for Reconsideration of Library Materials

The Coalinga Huron Unified School District Board of Education has delegated the responsibility for selection and evaluation of library resources to the site library personnel and has established reconsideration procedures to address concerns about those resources. Completion of this form is the second step in those procedures. If you wish to request reconsideration of school or library resources, please return this completed form to the site Principal within two weeks of receipt.

Request initiated by (name) \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone \_\_\_\_\_

Affiliation with CHUSD: ☐ Student ☐ Employee ☐ Parent of \_\_\_\_\_

School site: ☐ DES ☐ SES ☐ CK ☐ BES ☐ CMS ☐ CHS ☐ HES ☐ HMS

Complainant represents: ☐ Self ☐ Organization: \_\_\_\_\_ ☐ Other

1. Resource you would like to challenge:

Type: ☐ Book ☐ Periodical ☐ Audio/Visual ☐ Electronic ☐ Other

Title \_\_\_\_\_

Author \_\_\_\_\_

Publisher or Producer \_\_\_\_\_

2. What brought this resource to your attention?

3. Have you read, viewed, or listened to the material in its entirety? ☐ Yes ☐ No

4. What do you believe is the theme or purpose of this material?

5. What concerns you about the resource? Please be specific. Cite pages, words, etc. (Attach additional pages if necessary)
6. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?
7. Have you discussed your concerns with the classroom teacher, library personnel, or principal? ☐ No ☐ Yes, with \_\_\_\_\_ on the date of \_\_\_\_\_
8. If you are submitting this complaint as a parent, have you discussed this material with your child? ☐ Yes ☐ No
9. Are you aware of the judgment of this material by any professional reviewers or critics? ☐ Yes ☐ No
10. What would you like your school to do about this material?

Signature of person completing the form: \_\_\_\_\_

Date: \_\_\_\_\_

***District Use Only***

Request received by site principal: \_\_\_\_/\_\_\_\_/\_\_\_\_

Forwarded to superintendent: \_\_\_\_/\_\_\_\_/\_\_\_\_

Reconsideration Committee to convene: \_\_\_\_/\_\_\_\_/\_\_\_\_

Results of committee report discussed with complainant: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Appendix C

# CHUSD Library Media Materials Request

Type of media: ☐ Book ☐ Periodical ☐ Video/DVD ☐ Audio ☐ Electronic ☐ Other

Title \_\_\_\_\_

Series \_\_\_\_\_

Author \_\_\_\_\_

Subject \_\_\_\_\_

Publisher \_\_\_\_\_

ISBN \_\_\_\_\_

Other information \_\_\_\_\_

Reason for recommendation or request \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Requested by \_\_\_\_\_ ☐ Student ☐ Staff ☐ Other: \_\_\_\_\_

Date of request \_\_\_\_\_ School Site: ☐ DES ☐ SES ☐ CK ☐ BES ☐ CMS  
☐ CHS ☐ HES ☐ HMS

***Please return this form to the site library.***

## Staff Use Only

☐ Request approved – Date ordered: \_\_\_\_\_

☐ Requester notified of purchase

☐ Request declined – Reason: \_\_\_\_\_

\_\_\_\_\_

## Appendix D

## Coalinga Huron Unified School District Acceptance of Gifts and/or Donation of Library Materials

*Donations are gratefully appreciated and will be judged  
by the same selection criterion for all other library materials as  
outlined in the CHUSD School Library Materials Selection Policy.*

School site: ☐ DES ☐ SES ☐ CK ☐ BES ☐ CMS ☐ CHS ☐ HES ☐ HMS

Name and affiliation of donor: \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone \_\_\_\_\_

Type of donation: ☐ Books ☐ Periodicals ☐ Electronic resources \_\_\_\_\_

☐ Audio/Visual materials ☐ Monetary \_\_\_\_\_

Would you like materials that cannot be used by the library returned to you? ☐ Yes ☐ No

Would you like a list of materials purchased with your monetary gift? ☐ Yes ☐ No

Would you like donation labels affixed to the donated materials? ☐ Yes ☐ No

### Staff Use Only

Monetary gift: Amount \_\_\_\_\_ Check # \_\_\_\_\_ ☐ Cash

Date deposited: \_\_\_\_/\_\_\_\_/\_\_\_\_

\*Cash/Check donation reported to Assistant Superintendent of Educational Services to be placed on the board agenda. Date reported:

\_\_\_\_/\_\_\_\_/\_\_\_\_

Date materials ordered: \_\_\_\_/\_\_\_\_/\_\_\_\_ Vendor \_\_\_\_\_ #books \_\_\_\_\_

Date letter of acknowledgment/thanks sent: \_\_\_\_/\_\_\_\_/\_\_\_\_

*Library staff: Attach a typed list of donated materials to this form.*

*Initial to indicate completion* \_\_\_\_\_

## Appendix E

## **CHUSD Inter-Library Loan (ILL) Policy & Procedures**

Interlibrary Loan (ILL) is the procedure by which one library may request and borrow materials from another library within CHUSD for the use of a student. The purpose of ILL, or resource sharing, is to extend access to information and materials not available so that students may have access to the widest possible range of materials.

### **Responsibilities of Lending Libraries**

- A. The library will be as generous as possible with primary consideration given to the interests of its student population.
- B. The lending library staff reserves the right to decide in each case whether a particular item should or should not be loaned.
- C. Lending libraries will not ordinarily loan the following: reference materials or other materials not usually loaned out.
- D. The lending library will process requests promptly.
- E. The duration of the loan shall be set by the lending library, allowing at least one week for transport. Lending libraries will clearly designate the date by which the item must be returned by the borrowing library.

### **Responsibilities of the Student**

- A. Students must have a completed CHUSD ILL Agreement form on file at their home library for the current school year.
- B. Students must have a clear patron record with no overdue materials and/or outstanding fines.
- C. Students must make every effort to promptly return materials to their home library by the specified due date.
- D. Students are responsible for all materials borrowed and will need to pay replacement costs for materials that are lost or damaged while in their possession.
- E. ILL privileges will be revoked for students that do not return materials in a timely manner and/or do not return materials in the manner in which they received them.
- F. Ready Hold and Overdue notices will be sent to the home address.



## Appendix F

**CHUSD Inter-Library Loan (ILL) Agreement**

I have read and agree to abide by the CHUSD Inter-Library Loan (ILL) Policies and Procedures. I acknowledge that the materials borrowed from other CHUSD school libraries may contain more mature content than what is age appropriate for the student's home library and understand that the use of materials from other libraries within CHUSD is a privilege and is not guaranteed.

**Please check one:**

☐ I grant my child permission to check out any material from CHUSD Libraries for the 201\_\_ - 20\_\_ school year.

☐ I grant my child permission to check out library materials from CHUSD Libraries on a per item basis and will complete a CHUSD Inter-Library Loan (ILL) Materials Request form for each request and will ensure that the book is returned on or before the due date.

School Site \_\_\_\_\_ Grade \_\_\_\_\_

Student Name (print) \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian email address \_\_\_\_\_

**Elementary & Middle School Sites:**

Homeroom Teacher Name (print) \_\_\_\_\_

**Middle & High School Sites:**

Student Email Address \_\_\_\_\_

**Special Requests:** \_\_\_\_\_

\_\_\_\_\_

**Staff Use Only**

Date information entered into student's patron record in Alexandria: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Initial to indicate completion \_\_\_\_\_

## Appendix G

**CHUSD Inter-Library Loan (ILL) Materials Request**

Student Name (print) \_\_\_\_\_

School Site \_\_\_\_\_ Grade \_\_\_\_\_

**Item(s) Requested:**

Title: \_\_\_\_\_

Author: \_\_\_\_\_

This item is currently located in the ☐ DES ☐ CMS ☐ CHS ☐ HES ☐ HMS Library

Title: \_\_\_\_\_

Author: \_\_\_\_\_

This item is currently located in the ☐ DES ☐ CMS ☐ CHS ☐ HES ☐ HMS Library

Title: \_\_\_\_\_

Author: \_\_\_\_\_

This item is currently located in the ☐ DES ☐ CMS ☐ CHS ☐ HES ☐ HMS Library**I approve this request:**

Parent/Guardian Name (print) \_\_\_\_\_

Phone/Cell # \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

***Please return this form to your child's home library staff.*****Staff Use Only**

Date received: \_\_\_\_\_

☐ Completed CHUSD ILL Agreement Form for the current school year on file.

Initial to indicate completion \_\_\_\_\_

**Business and Non-instructional Operations**

BP 3270(a)

**SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES**

When any district-owned instructional materials, equipment, supplies, or other personal property becomes unusable, obsolete, or no longer needed, the Superintendent or designee shall notify the Board of Education, provide an estimated value, and recommend whether the items be sold or disposed of by one of the methods prescribed in law and administrative regulation. Upon approval by the Board, the Superintendent or designee shall arrange for the sale or disposal of these items.

*(cf.0440- District Technology Plan)*

*(cf.6161- Equipment, Books and Materials)*

*(cf.6161.11- Supplementary Instruction Materials)*

*(cf.6163.1- Library Media Centers)*

Instructional materials may be considered obsolete or unusable when they:

1. Have been replaced by more recent editions or new materials selected by the Board and have no foreseeable value in other instructional areas

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

2. Are not aligned with the district's academic standards or course of study

*(cf.6011- Academic Standards)*

*(cf.6143- Courses of Study)*

3. Contain information rendered inaccurate or incomplete by new research or technologies
4. Contain demeaning, stereotyping, or patronizing references to any group of persons protected against discrimination by law or Board policy

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

5. Are damaged beyond repair

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

## **SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES (continued)**

The Superintendent or designee shall establish procedures to be used when selling equipment for which the federal government has a right to receive all or part of the proceeds. These procedures shall ensure a reasonable amount of competition so as to result in the highest possible revenue.

*(cf. 3440- Inventories)*

### **Legal References:**

#### **EDUCATION CODE**

*17540-17542 sale or lease of personal property by one district to another*

*17545-17555 Sale of personal property*

*35168 Inventory, including record of time and mode of disposal*

*42291.5 Temporary school bus designation*

*42303 School bus sale to another district*

*60500-60530 Sale, donation, or disposal of instructional materials*

#### **GOVERNMENT CODE**

*25505 District property; disposition; proceeds*

#### **CODE OF REGULATIONS, TITLE 5**

*3944 Consolidated categorical programs, district title to equipment*

*3946 Disposal of equipment purchased with state and federal consolidated application funds*

#### **UNITED STATES CODE, TITLE 40**

*549 Surplus property*

#### **CODE OF FEDERAL REGULATIONS, TITLE 34**

*80.32 Equipment acquired under a grant or sub-grant*

### **Management Resources:**

#### **CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

*California School Accounting Manual*

*Standards for Evaluating Instructional Materials for Social Content, 2000*

#### **WEB SITES**

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

*School Services of California, Inc.: <http://www.sscal.com>*

## Appendix I

**Letter to Complainant**

Date:

Dear:

We appreciate your concern over the use of \_\_\_\_\_ in our school district. The district has developed procedures for selecting materials, but realizes that not everyone will agree with every selection made.

To help you understand the selection process, we are enclosing copies of the school's instructional goals and objectives and the CHUSD School Library Materials Selection Policy.

If you are still concerned after reviewing this material, please complete the enclosed Request for Reconsideration of Library Materials form and return it to me. You may be assured of prompt attention to your request. If I have not heard from you within two weeks, we will assume you no longer wish to file a formal complaint.

Sincerely,

(Insert name of Principal)  
Principal



**COALINGA-HURON**  
**UNIFIED SCHOOL DISTRICT**  
657 Sunset St, Coalinga, Ca 93210  
Phone 559.935.7500 - Fax 559.935.5329

### COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURE

California *Education Code* (EC) § 35186 created a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean and safe manner or in good repair, and teacher vacancy or misassignment. The complaint and response are public documents as provided by statute. Complaints may be filed anonymously. However, if you wish to receive a response, you must provide the following contact information.

Response Requested: ☐ Yes ☐ No

Name(optional):	Mailing Address(optional):
Phone Number Day (optional):	Evening number (optional):

#### Issue of complaint (please check all that apply):

##### 1. Textbooks and Instructional Materials

- ☐ A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or stat adopted or district-adopted textbooks, or other required instructional materials to use in class.
- ☐ A pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
- ☐ Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- ☐ A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

##### 2. Facility Conditions

- ☐ A condition poses an urgent or emergency threat to the health or safety of students or staff including: gas leaks, nonfunctioning heating, ventilation, fire, sprinklers, or air-conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition and any other emergency conditions the school district determines appropriate.

##### I. Teacher Vacancy or Misassignment

- ☐ Teacher vacancy- A semester begins and a teacher vacancy exists. (A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certified employee has not been assigned at the beginning of a semester for an entire semester.)
- ☐ Teacher misassignment- A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.
- ☐ Teacher misassignment- A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Date of Problem: \_\_\_\_\_

Location of problem (school name, address, and room number or location): \_\_\_\_\_  
\_\_\_\_\_

Course or Grade level and Teacher name: \_\_\_\_\_

Describe specific nature of the complaint in detail. You may include as much text as necessary (please use other side)  
\_\_\_\_\_  
\_\_\_\_\_

Please file this complaint at:

Coalinga-Huron Unified School District  
657 Sunset Street  
Coalinga, CA 93210

Or with the principal or designee at the school site at which the complaint arises.

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

\_\_\_\_\_  
Signature (optional)

\_\_\_\_\_  
Date

Exhibit Revised: 03/14/07

Exhibit Revised: 10/23/07

Exhibit Revised: 11/13/07

Exhibit Revised: 01/15/08

Exhibit Revised: 08/21/17

## Appendix K

## Coalinga-Huron Unified School District

CASH COUNTING FORM - School FISCAL YEAR Event/Reason for Fund Raisher Name of Person Completing Form Date Completing this Form Date Approved by Board 

COINS	No. of Coins			Dollar Amount	Check Adding
Pennies		X	0.01	\$0.00	\$ <input type="text"/>
Nickels		X	0.05		\$ <input type="text"/>
Dimes		X	0.10		\$ <input type="text"/>
Quarters		X	0.25		\$ <input type="text"/>
Half Dollars		X	0.50		\$ <input type="text"/>
Silver Dollars		X	1.00		\$ <input type="text"/>
<b>TOTAL COINS</b>				\$0.00	\$ <input type="text"/>

CURRENCY	No. of Bills			Dollar Amount	Check Adding
1's		X	1		\$ <input type="text"/>
2's		X	2		\$ <input type="text"/>
5's		X	5		\$ <input type="text"/>
10's		X	10		\$ <input type="text"/>
20's		X	20		\$ <input type="text"/>
50's		X	50		\$ <input type="text"/>
100's		X	100		\$ <input type="text"/>
<b>TOTAL CURRENCY</b>				0	\$ <input type="text"/>

<b>TOTAL CHECKS</b>	\$ <input type="text"/>
---------------------	-------------------------

<b>DEPOSIT TOTAL</b>	\$ <input type="text"/>
----------------------	-------------------------

Account Number 0100-00000-0-0000-0000-869900-  -  - 

Signature of person counting cash:

\_\_\_\_\_  
Signature, Title & Date

Signature of person counting cash:

\_\_\_\_\_  
Signature, Title & Date



(Sample form. Template should be in AERIES.)

### **Student Withdrawal Report**

Student #:

Student ID:

Student Name:

Grade:

Address:

Leave Date:

City:

Reason for leaving: \_\_\_\_\_

New Address: \_\_\_\_\_

Next School: \_\_\_\_\_

Authority for Withdrawal: \_\_\_\_\_

### **Required Signatures for Clearance**

Library Books/textbooks: \_\_\_\_\_

Bookkeeper: \_\_\_\_\_

Macbook/Ipad: \_\_\_\_\_

Attendance: \_\_\_\_\_

Counseling Office: \_\_\_\_\_

Additional Info: \_\_\_\_\_

Health Folder: \_\_\_\_\_

PE Locker: \_\_\_\_\_

**RETURN COMPLETED FORM TO REGISTRAR.**  
An official transcript will be sent upon request.