

# DIRECTORY OF SERVICES BY DEPARTMENT

<b>Call the following department...</b>	<b>When you have a question about...</b>	<b>Phone #</b>
Assistant Superintendent, Business Services	Accidents to Students	631-4678
Assistant Superintendent, Business Services	Agreements & Contracts	631-4678
Assistant Superintendent, Business Services	Certificates of Insurance	631-4678
Assistant Superintendent, Business Services	Conflict of Interest Statements	631-4678
Assistant Superintendent, Business Services	Consultants	631-4678
Assistant Superintendent, Business Services	Education Foundation/Grants	631-4678
Assistant Superintendent, Business Services	Lawsuits	631-4678
BETA Office	Bakersfield Elementary Teachers Association	327-4567
Communications	Calendar – District Master on Website	631-4618
Communications	Direct Connection	631-4621
Communications	Directory of Services	631-4618
Communications	Guide for Parents and Students	631-4621
Communications	News Media (Public Service Announcements, Inquiries, etc.)	631-4618
Communications	Publications (Direct Connection, Guide for Parents and Students, TAB)	631-4618
Communications	School Accountability Report Cards (SARC)	631-4618
Communications	TAB –The Advisory Bulletin	631-4618
Communications	Teddy Bear Picnic	631-4618
Communications	Video Duplications	631-4618
Communications	Videographer Requests	631-4618
Communications	Website – Homepage	631-4621
Communications/Translators	Translation Service (Written)	631-4621
CSEA Office	California School Employees Association (CSEA)	631-2732
Curran Middle School only (otherwise KHSD)	Reserve Officers Training Center (ROTC)/Cadet Corps	631-5240
Curriculum & Instruction	Acceptable Use Agreements (Technology Agreements)	631-4787
Curriculum & Instruction	Benchmark Scheduling and Test Window	631-4784
Curriculum & Instruction	California Assessment of Student Performance and Progress (CAASPP)	631-4784
Curriculum & Instruction	Classroom Assessments	631-4741
Curriculum & Instruction	Gifted and Talented Education (GATE)	631-4742
Curriculum & Instruction	Illuminate Education	631-4784
Curriculum & Instruction	Instructional Integration of Technology	631-4778
Curriculum & Instruction	Language Arts (AB466 / SB472)	631-4741
Curriculum & Instruction	Math Bowl	631-4777
Curriculum & Instruction	Math Curriculum (SB472)	631-4777
Curriculum & Instruction	National Assessment of Educational Progress	631-4784
Curriculum & Instruction	Physical Fitness Test (PFT)	631-4784
Curriculum & Instruction	Professional Development	631-4799
Curriculum & Instruction	Smart Boards	631-4778
Curriculum & Instruction	Standards, Curriculum Alignments, Instructional	631-4799
Curriculum & Instruction	State Mandated Test Scores/Reports	631-4784
Curriculum & Instruction	Summer School Program	631-4742
Curriculum & Instruction	Technology Agreements (Acceptable Use Agreements)	631-3213

Curriculum & Instruction	Textbook Adoptions	631-4799
Duplicating	Printing Services	631-4730
Educational Services	AB430 Leadership Program	631-4744
Educational Services	After-school Program	631-4640
Educational Services	Back to School Nights	631-4626
Educational Services	Categorical Programs	631-4695
Educational Services	Consolidated Application	631-4744
Educational Services	Extended Learning Time (ELT)	631-4668
Educational Services	Federal Program Monitoring (formerly Categorical Program Monitoring)	631-4695
Educational Services	Graduations	631-4626
Educational Services	No Child Left Behind (NCLB)	631-4695
Educational Services	Parent Involvement	631-4763
Educational Services	Pre-Kindergarten, State	631-4936
Educational Services	Program Improvement	631-4762
Educational Services	School Choice	631-4752
Educational Services	School Site Council	631-4695
Educational Services	Specially Funded Clerks	631-4695
Educational Services	Title I Time Accounting	631-4668
Educational Services	Tutoring, Free - Supplemental Educational Services (SES/NCLB)	631-4630
English Language Learners	California English Language Development Test (CELDT)	631-4769
English Language Learners	Community Based English Tutoring (CBET)	631-3139
English Language Learners	District English Learner Advisory Committee (DELAC)	631-4682
English Language Learners	Dual Immersion	631-4834
English Language Learners	English as a Second Language Programs	631-3221
English Language Learners	English Learner Compliance Issues	631-3221
English Language Learners	Language Assessor	631-4833
Family and Community Engagement	Community Relations Liaisons	631-4638
Family and Community Engagement	District Advisory Committee (DAC)	631-4763
Family and Community Engagement	Parent University, Parent Academy	631-4763
Family and Community Engagement	Parent Volunteers	631-4803
Family and Community Engagement	School Advisory Committee	631-4763
Fiscal Services	Attendance/Enrollment Reporting	631-4657
Fiscal Services	Booster Club & PTA Funds Accounting	631-4698
Fiscal Services	Budgets for Schools and District	631-4697
Fiscal Services	Financial Services	631-4697
Fiscal Services	Mandated Cost Claims	631-4684
Fiscal Services	Mileage Claims	631-4693
Fiscal Services	Nutrition Bill	631-4686
Fiscal Services	Student Body Accounting Funds	631-4698
Fiscal Services/Payroll	Public Employees Retirement System (PERS)	631-4700
Fiscal Services/Payroll	Salary Information	
	Certificated (A-L)	631-4705
	Certificated (M-Z)	631-4704
	Certificated Subs/Teacher Tutors	631-4703
	Classified Aides, MPAL, CPS	631-4702
	Classified Clerical, Custodians, Bus Drivers	631-4701
	Management, Skilled Trades, Supervisory, and Confidential	631-4699

Fiscal Services/Payroll	STRS (State Teacher Retirement System) Information	631-4700
Fiscal Services/Payroll	Tax-sheltered Annuities	631-4700
Health Benefits	Accidents to Employees	631-4722
Health Benefits	Death Claims	631-4722
Health Benefits	Employee Accidents (Workers Compensation)	631-4722
Health Benefits	Insurance Information (Employees & Retirees)	631-4722
Human Resources	Calendar – School Year	631-4859
Human Resources	Certificated Recruitment/Staffing	631-4859
Human Resources	Class Size Reduction	631-4859
Human Resources	Classified Staffing	631-4867
Human Resources	Collective Bargaining Contract Interpretation	631-4856
Human Resources	Employee Evaluations – Certificated	631-4631
Human Resources	Employee Evaluations – Classified	631-4839
Human Resources	Employee Information/Changes – Certificated	631-4859
Human Resources	Employee Information/Changes – Classified	631-4857
Human Resources	Employer/Employee Negotiations	631-4856
Human Resources	Federal Class Size Reduction	631-4859
Human Resources	Job Opportunities	631-4876
Human Resources	Leaves of Absence Certificated Classified	631-4861 631-4868
Human Resources	Paraprofessional Test	631-4876
Human Resources	Substitute Calling System – SmartFindExpress	578-6618
Human Resources	Substitute Calling System – SmartFindExpress (Help Desk)	631-4861
Human Resources	Substitutes – Certificated	631-4861
Human Resources	Substitutes – Classified	631-4868
Human Resources	Tuberculosis Tests	631-4707
Human Resources/Complaints	Complaints	631-4663
Human Resources/Complaints	Uniform Complaint Procedures –Williams Act	631-4663
Information Technology	Boundaries for Schools Data (Study Area Grid (SAG) Guide)	631-4848
Information Technology	California Basic Educational Data System (CBEDS)	631-4658
Information Technology	Computer Training	631-4848
Information Technology	Edusoft Assessment Management Systems	631-4848
Information Technology	Internet Services	631-4848
Information Technology	Mailing Labels (for Schools and/or Departments)	631-4852
Information Technology	Primary Language Survey (Data Entry)	631-4817
Information Technology	Reports (Business Systems, Students)	631-4848
Information Technology	Software Training	631-4848
Information Technology	Software/Hardware Installation	631-4848
Information Technology	Technology Support Help Desk	631-4848
Information Technology	Telephone Repair & Installation	631-4848
Information Technology	Website – Support	631-4848
Information Technology	Work Orders – Online Website	631-4848
Instructional Materials	Inquiries/General Information	631-4781
Instructional Materials	Book Donations	631-4785
Instructional Materials	Book Exhibit	631-4785
Instructional Materials	Curriculum Lab	631-4883
Instructional Materials	CYRM Workshop	631-4785

Instructional Materials	Library Services	631-4785
Instructional Materials	Young Authors' Fair	631-4808
Instructional Support Services	Fred Haynes Awards	631-4775
Instructional Support Services	National Youth Sports Program (NYSP)	631-4775
Instructional Support Services	O. D. Williams Award	631-4775
Instructional Support Services	Charter School Information	631-4872
Instructional Support Services	Field Trips – Local	631-4654
Instructional Support Services	Field Trips – Out of Town	631-4654
Kathleen Kozlowski, Franklin Elementary	Juliet Thorner Awards	631-5270
Maintenance & Operations	Custodians (Mobile Teams)	631-5883
Maintenance & Operations	Grounds Maintenance	631-5883
Maintenance & Operations	Hazardous Waste Management	631-5883
Maintenance & Operations	Maintenance of School Sites	631-5883
Maintenance & Operations	School Facilities – Planning, Design, and Construction	631-5883
Maintenance & Operations	School Site Gardens and Improvements	631-5883
Migrant Education	Migrant Service & Programs	631-4754
Migrant Education	Migrant Student Identification and Recruitment	631-4754
New Teacher Support	Beginning Teachers Support & Assessment (BTSA)	631-4694
New Teacher Support	CA Subject Examination for Teachers (CSET)	631-4694
New Teacher Support	Classroom Observations – Student Teachers	631-4694
New Teacher Support	Clear Education Specialist Induction Program (CESIP)	631-4694
New Teacher Support	Intern Teacher Training	631-4694
New Teacher Support	National Board for Professional Teaching Standards	631-4694
New Teacher Support	Student Teacher Placement	631-4694
Nutrition Services	Free and Reduced Price Lunch Applications	631-4837
Nutrition Services	Menus ( School Cafeteria)	631-4735
Nutrition Services	Student Cafeteria Balances	631-4737 631-4837
Nutrition Services	Summer Food Service Program	631-4740
Research & Evaluation	School Accountability Report Cards (SARC)	631-4669
School Health & Neighborhood Support	Americans with Disabilities Act, Section 504 (Students)	631-5895
School Health & Neighborhood Support	CPR – Cardio Pulmonary Resuscitation	631-5895
School Health & Neighborhood Support	Kindergarten Bridging (School Readiness)	631-5895
School Health & Neighborhood Support	Healthy Start	631-5895
School Health & Neighborhood Support	Hearing Screening	631-5895
School Health & Neighborhood Support	Immunizations	631-5895
School Health & Neighborhood Support	Nurses at Schools	631-5895
School Health & Neighborhood Support	Operation School Bell (Referrals start at school sites)	631-5895
School Health & Neighborhood Support	School Readiness	631-5895
School Health & Neighborhood Support	Summer Bridge Program	631-5895
School Health & Neighborhood Support	Vision Screening	631-5895
School Sites School Health & Neighborhood Support	Charitable Organizations – Referrals Operation School Bell, Toys for Tots, Christmas Food Baskets, Gleaners	Various 631-5895
School Sites	Kindergarten Registration (School in session)	Various
School Sites	Parent Institute for Quality Education (PIQE)	Various
School Sites	Registering a Student	Various
School Sites	Report Cards	Various

School Sites	Uniforms – Donation Referrals	Various
School Sites	Uniforms – Dress Code	Various
School Sites – Jr. High/Middle Schools	AVID – Advancement Via Individual Determination	Various
Special Education	Disabled/handicapped Students' Education	631-5863
Special Education	Early Start	631-5863
Special Education	Individual Education Plan (I.E.P.)	631-5863
Special Education	Pro-Act Training	631-5863
Special Education	Psychology Assessments for Students/Speech Assessments	631-5863
Special Education	Resource Specialist – Special Education	631-5863
Special Education	SEAL Center (Special Education Alternative Learning)	631-5445
Special Education	Search & Serve Referrals/Rafer Johnson Childrens Center	631-5850
Special Education	Sign Language Interpreters	631-5863
Special Education	Speech Assessment/Therapist	631-5863
Special Education	Track Meets Rafer Johnson or Coaches Choice	631-5850
Stiern Middle School	Sports Commissioner (Leo Goehring)	631-5480
Stores & Purchasing	Equipment Orders	631-4713
Stores & Purchasing	Equipment Transfers	631-4717
Stores & Purchasing	Purchase Orders	631-4712
Stores & Purchasing	Repair Requests (Copiers)	631-4714
Stores & Purchasing	Supply Orders	631-4716
Stores & Purchasing	Textbook Distribution and Accounting	631-4791
Stores & Purchasing/Mail Room	Mail (U.S. Postal, Bulk, Intradistrict, Overnight)	631-4620
Stores & Purchasing/Receptionist	Reservations – Building/School Facilities	631-4600
Stores & Purchasing/Repair	Audio Video Equipment	631-4724
Student Services	Adjudicated Minor Notices	631-4637
Student Services	Administrative Expulsion Hearings	631-4639
Student Services	After-school Sports	631-4634
Student Services	Boundary Inquiries (School of Residence)	631-4729
Student Services	Child Abuse/Neglect Reporting	631-4637
Student Services	Comprehensive Safety Plan	631-4882
Student Services	Court Orders	631-4633
Student Services	Cumulative Records	631-4655
Student Services	Discipline of Students	631-4633
Student Services	Dress Code (students)	631-4633
Student Services	Enrollment Requirements	631-4729
Student Services	Expulsion of Students	631-4637
Student Services	Foster Students	631-4910
Student Services	Grade Reports – Withholding Grades	631-4633
Student Services	Home and Hospital Instruction	631-4627
Student Services	Homeless Program (McKinney Vento) - Internal Ph #1-3022	631-4910
Student Services	Independent Study Program	631-4627
Student Services	Interdistrict Permits (Lives Outside District Boundaries)	631-4729
Student Services	Intradistrict Permits (Lives Inside District Boundaries)	631-4729
Student Services	Just Say No to Drugs	631-4882
Student Services	Magnet Program	631-4844
Student Services	McKinney Vento (Homeless Program) - Internal Ph #1-3022	631-4910

Student Services	Parent Rights and Responsibilities	631-4633
Student Services	Parent Volunteer Form	631-4882
Student Services	Red Ribbon Week	631-4882
Student Services	Registered Sex Offender Notices	631-4633
Student Services	School Attendance Review Board (SARB)	631-4637
Student Services	Student Grade Placement	631-4633
Student Services	Student Records	631-4655
Student Services	Student Retention, Promotion & Acceleration	631-4633
Student Services	Student Rights & Responsibilities	631-4633
Student Services	Student Search/Seizure	631-4633
Student Services	Student Suspension – Elementary Schools	631-4637
Student Services	Student Suspension –Middle Schools/Junior High Schools	631-4633
Student Services	Track Meets BCSD at Bakersfield College or Valley Track Meet	631-4634
Student Services	Transitional Kindergarten (TK) – Enrollment Eligibility	631-4634
Student Services	Truancy of Students	631-4637
Student Services	Volunteer Fingerprinting	631-4634
Student Services	Work Permits	631-4627
Student Services and/or School Sites	Camp KEEP	Various
Superintendent's Office	Awards – i.e. Distinguished School, Golden Bell	631-4611
Superintendent's Office	Board Meeting Information	631-4612
Superintendent's Office	Board of Education	631-4611
Superintendent's Office	Business Partnerships	631-4611
Superintendent's Office	Emergencies/Lockdowns	631-4611
Superintendent's Office	Hall of Fame	631-4611
Superintendent's Office	Local Control Accountability Plan (LCAP)	631-4611
Superintendent's Office	Local Control Funding Formula (LCFF)	631-4611
Superintendent's Office	Retirement Banquet	631-4612
Superintendent's Office	Strategic Plan for the District (goals & objectives)	631-4611
Superintendent's Office	Vision, Values, Mission of the District (goals & objectives)	631-4611
Transportation	Bus Schedules	631-5880
Transportation	Crossing Guards	631-5880
Visual & Performing Arts	Academic Pentathlon	631-4774
Visual & Performing Arts	Art Gallery	631-4774
Visual & Performing Arts	Concerts (student)	631-4774
Visual & Performing Arts	Elementary Festival Concert	631-4774
Visual & Performing Arts	Henry Greve Speech Contest	631-4774
Visual & Performing Arts	Instrumental Music Teachers	631-4774
Visual & Performing Arts	Jr. High/Middle School Band & Orchestra Standards Festival	631-4774
Visual & Performing Arts	Jr. High/Middle School Choir Festival	631-4774
Visual & Performing Arts	Jr. High/Middle School Honor Concert & Art Exhibition	631-4774
Visual & Performing Arts	Kern County Fair (Art Participation Coordination)	631-4774
Visual & Performing Arts	Music Program	631-4774
Visual & Performing Arts	Oral Language Festival	631-4774
Visual & Performing Arts	Parades (Participation Coordination)	631-4774
Visual & Performing Arts	Spelling Bee	631-4774
Visual & Performing Arts	Spring Concerts at School Sites	631-4774

Visual & Performing Arts	Winter Concerts at School Sites	631-4774
Visual & Performing Arts	Young People's Concerts	631-4774
Warehouse	Store Stock Orders	631-4727
Warehouse	Supply Deliveries	631-4726

Updated 8/23/16