

# DIRECTORY OF SERVICES BY INQUIRY

<b>When you have a question about...</b>	<b>Call the following department...</b>	<b>Phone #</b>
AB430 Leadership Program	Educational Services	631-4744
Academic Pentathlon	Visual & Performing Arts	631-4774
Acceptable Use Agreements (Technology Agreements)	Curriculum & Instruction	631-4787
Accidents to Employees	Health Benefits	631-4722
Accidents to Students	Assistant Superintendent, Business Services	631-4678
Adjudicated Minor Notices	Student Services	631-4637
Administrative Expulsion Hearings	Student Services	631-4639
After-school Program	Educational Services	631-4640
After-school Sports	Student Services	631-4634
Agreements & Contracts	Business Services-Chief Business Official	631-4678
Americans with Disabilities Act, Section 504 (Students)	School Health & Neighborhood Support	631-5895
Art Gallery	Visual & Performing Arts	631-4774
Attendance/Enrollment Reporting	Fiscal Services	631-4657
Audio Video Equipment	Stores & Purchasing/Repair	631-4724
AVID – Advancement Via Individual Determination	School Sites – Jr. High/Middle Schools	Various
Awards – i.e. Distinguished School, Golden Bell	Superintendent's Office	631-4611
Back to School Nights	Educational Services	631-4626
Bakersfield Elementary Teachers Association	BETA Office	327-4567
Beginning Teachers Support & Assessment (BTSA)	New Teacher Support	631-4694
Benchmark Scheduling and Testing Window	Curriculum & Instruction	631-4784
Benchmarks	Curriculum & Instruction	631-4799
Board Meeting Information	Superintendent's Office	631-4612
Board of Education	Superintendent's Office	631-4611
Book Donations	Instructional Materials	631-4785
Book Exhibit	Instructional Materials	631-4785
Booster Club & PTA Funds Accounting	Fiscal Services	631-4698
Boundaries for Schools Data (Study Area Grid (SAG) Guide)	Information Technology	631-4848
Boundary Inquiries (School of Residence)	Student Services	631-4729
Budgets for Schools and District	Fiscal Services	631-4697
Bus Schedules	Transportation	631-5880
Business Partnerships	Superintendent's Office	631-4611
CA Subject Examination for Teachers (CSET)	New Teacher Support	631-4694
Calendar – District Master on Website	Communications	631-4618
Calendar – School Year	Human Resources	631-4859
California Assessment of Student Performance and Progress (CAASPP)	Curriculum & Instruction	631-4784
California Basic Educational Data System (CBEDS)	Information Technology	631-4658
California English Language Development Test (CELDT)	English Language Learners	631-4769
California School Employees Association (CSEA)	CSEA Office	631-2732
Camp KEEP	Student Services and/or School Sites	Various
Categorical Programs	Educational Services	631-4695

Certificated Recruitment/Staffing	Human Resources	631-4859
Certificates of Insurance	Business Services-Chief Business Official	631-4678
Charitable Organizations – Referrals Operation School Bell, Toys for Tots, Christmas Food Baskets, Gleaners	School Sites School Health & Neighborhood Support	Various 631-5895
Charter School Information	Instructional Support Services	631-4872
Child Abuse/Neglect Reporting	Student Services	631-4637
Class Size Reduction	Human Resources	631-4859
Classified Staffing	Human Resources	631-4867
Classroom Assessments	Curriculum & Instruction	631-4741
Classroom Observations – Student Teachers	New Teacher Support	631-631-4694
Clear Education Specialist Induction Program (CESIP)	New Teacher Support	631-4694
Collective Bargaining Contract Interpretation	Human Resources	631-4856
Community Based English Tutoring (CBET)	English Language Learners	631-3139
Community Relations Liaisons	Family and Community Engagement	631-4638
Complaints	Human Resources/Complaints	631-4663
Comprehensive Safety Plan	Student Services	631-4882
Computer Training	Information Technology	631-4848
Concerts (student)	Visual & Performing Arts	631-4774
Conflict of Interest Statements	Business Services-Chief Business Official	631-4678
Consolidated Application	Educational Services	631-4744
Consultants	Business Services-Chief Business Official	631-4678
Court Orders	Student Services	631-4633
CPR – Cardio Pulmonary Resuscitation	School Health & Neighborhood Support	631-5895
Crossing Guards	Transportation	631-5880
Cumulative Records	Student Services	631-4655
Curriculum Lab	Instructional Materials	631-4883
Custodians (Mobile Teams)	Maintenance & Operations	631-5883
CYRM Workshop	Instructional Materials	631-4785
Death Claims	Health Benefits	631-4722
Direct Connection	Communications	631-4621
Directory of Services	Communications	631-4618
Disabled/handicapped Students' Education	Special Education	631-5863
Discipline of Students	Student Services	631-4633
District Advisory Committee (DAC)	Family and Community Engagement	631-4763
District English Learner Advisory Committee (DELAC)	English Language Learners	631-4682
Dress Code (students)	Student Services	631-4633
Dual Immersion	English Language Learners	631-4834
Early Start	Special Education	631-5863
Education Foundation/Grants	Business Services-Chief Business Official	631-4678
Edusoft Assessment Management Systems	Information Technology	631-4848
Elementary Festival Concert	Visual & Performing Arts	631-4774
Emergencies/Lockdowns	Superintendent's Office	631-4611
Employee Accidents (Workers Compensation)	Health Benefits	631-4722
Employee Evaluations – Certificated	Human Resources	631-4631
Employee Evaluations – Classified	Human Resources	631-4839

Employee Information/Changes – Certificated	Human Resources	631-4859
Employee Information/Changes – Classified	Human Resources	631-4857
Employer/Employee Negotiations	Human Resources	631-4856
English as a Second Language Programs	English Language Learners	631-3221
English Learner Compliance Issues	English Language Learners	631-3221
Enrollment Requirements	Student Services	631-4729
Equipment Orders	Stores & Purchasing	631-4713
Equipment Transfers	Stores & Purchasing	631-4717
Expulsion of Students	Student Services	631-4637
Extended Learning Time (ELT)	Educational Services	631-4668
Federal Class Size Reduction	Human Resources	631-4859
Federal Program Monitoring (formerly Categorical Program Monitoring)	Educational Services	631-4695
Field Trips – Local	Instructional Support Services	631-4654
Field Trips – Out of Town	Instructional Support Services	631-4654
Financial Services	Fiscal Services	631-4697
Foster Students	Student Services	631-4910
Fred Haynes Awards	Instructional Support Services	631-4775
Free and Reduced Price Lunch Applications	Nutrition Services	631-4837
Gifted and Talented Education (GATE)	Curriculum & Instruction	631-4742
Grade Reports – Withholding Grades	Student Services	631-4633
Graduations	Educational Services	631-4626
Grounds Maintenance	Maintenance & Operations	631-5883
Guide for Parents and Students	Communications	631-4621
Hall of Fame	Superintendent's Office	631-4611
Hazardous Waste Management	Maintenance & Operations	631-5883
Healthy Start	School Health & Neighborhood Support	631-5895
Hearing Screening	School Health & Neighborhood Support	631-5895
Henry Greve Speech Contest	Visual & Performing Arts	631-4774
Home and Hospital Instruction	Student Services	631-4627
Homeless Program (McKinney Vento)	Student Services (Internal Phone #1-3022)	631-4910
Illuminate Education	Curriculum & Instruction	631-4784
Immunizations	School Health & Neighborhood Support	631-5895
Independent Study Program	Student Services	631-4627
Individual Education Plan (I.E.P.)	Special Education	631-5863
Inquiries/General Information	Instructional Materials	631-4781
Instructional Integration of Technology	Curriculum & Instruction	631-4778
Instrumental Music Teachers	Visual & Performing Arts	631-4774
Insurance Information (Employees & Retirees)	Health Benefits	631-4722
Interdistrict Permits (Lives Outside District Boundaries)	Student Services	631-4729
Intern Teacher Training	New Teacher Support	631-4694
Internet Services	Information Technology	631-4848
Intradistrict Permits (Lives Inside District Boundaries)	Student Services	631-4729
Job Opportunities	Human Resources	631-4876
Jr. High/Middle School Band & Orchestra Standards Festival	Visual & Performing Arts	631-4774

Jr. High/Middle School Choir Festival	Visual & Performing Arts	631-4774
Jr. High/Middle School Honor Concert & Art Exhibition	Visual & Performing Arts	631-4774
Juliet Thorner Awards	Kathleen Kozlowski, Franklin Elementary	631-5270
Just Say No to Drugs	Student Services	631-4882
Kern County Fair (Art Participation Coordination)	Visual & Performing Arts	631-4774
Kindergarten Bridging (School Readiness)	School Health & Neighborhood Support	631-5895
Kindergarten Registration (School in session)	School Sites	Various
Language Arts (AB466 / SB472)	Curriculum & Instruction	631-4741
Language Assessor	English Language Learners	631-4833
Lawsuits	Business Services-Chief Business Official	631-4678
Leaves of Absence Certificated Classified	Human Resources	631-4861 631-4868
Library Services	Instructional Materials	631-4785
Local Control Accountability Plan (LCAP)	Superintendent's Office	631-4611
Local Control Funding Formula (LCFF)	Superintendent's Office	631-4611
Magnet Program	Student Services	631-4844
Mail (U.S. Postal, Bulk, Intradistrict, Overnight)	Stores & Purchasing/Mail Room	631-4620
Mailing Labels (for Schools and/or Departments)	Information Technology	631-4852
Maintenance of School Sites	Maintenance & Operations	631-5883
Mandated Cost Claims	Fiscal Services	631-4684
Math Bowl	Curriculum & Instruction	631-4777
Math Curriculum (SB472)	Curriculum & Instruction	631-4777
McKinney Vento (Homeless Program)	Student Services (Internal Phone #1-3022)	631-4910
Menus ( School Cafeteria)	Nutrition Services	631-4735
Migrant Service & Programs	Migrant Education	631-4754
Migrant Student Identification and Recruitment	Migrant Education	631-4754
Mileage Claims	Fiscal Services	631-4693
Music Program	Visual & Performing Arts	631-4774
National Assessment of Educational Progress	Curriculum & Instruction	631-4784
National Board for Professional Teaching Standards	New Teacher Support	631-4694
National Youth Sports Program (NYSP)	Instructional Support Services	631-4775
News Media (Public Service Announcements, Inquiries, etc.)	Communications	631-4618
No Child Left Behind (NCLB)	Educational Services	631-4695
Nurses at Schools	School Health & Neighborhood Support	631-5895
Nutrition Bill	Fiscal Services	631-4686
O. D. Williams Award	Instructional Support Services	631-4775
Operation School Bell (Referrals start at school sites)	School Health & Neighborhood Support	631-5895
Oral Language Festival	Visual & Performing Arts	631-4774
Parades (Participation Coordination)	Visual & Performing Arts	631-4774
Paraprofessional Test	Human Resources	631-4876
Parent Institute for Quality Education (PIQE)	School Sites	Various
Parent Involvement	Educational Services	631-4763
Parent Rights and Responsibilities	Student Services	631-4633
Parent University, Parent Academy	Family and Community Engagement	631-4763
Parent Volunteer Form	Student Services	631-4882

Parent Volunteers	Family and Community Engagement	631-4803
Physical Fitness Test (PFT)	Curriculum & Instruction	631-4784
Pre-Kindergarten, State	Educational Services	631-4936
Primary Language Survey (Data Entry)	Information Technology	631-4817
Printing Services	Duplicating	631-4730
Pro-Act Training	Special Education	631-5863
Professional Development	Curriculum & Instruction	631-4799
Program Improvement	Educational Services	631-4762
Psychology Assessments for Students/Speech Assessments	Special Education	631-5863
Public Employees Retirement System (PERS)	Fiscal Services/Payroll	631-4700
Publications (Direct Connection, Guide for Parents and Students, TAB)	Communications	631-4618
Purchase Orders	Stores & Purchasing	631-4712
Red Ribbon Week	Student Services	631-4882
Registered Sex Offender Notices	Student Services	631-4633
Registering a Student	School Sites	Various
Repair Requests (Copiers)	Stores & Purchasing	631-4714
Report Cards	School Sites	Various
Reports (Business Systems, Students)	Information Technology	631-4848
Reservations – Building/School Facilities	Stores & Purchasing/Receptionist	631-4600
Reserve Officers Training Center (ROTC)/Cadet Corps	Curran Middle School only (otherwise KHSD)	631-5240
Resource Specialist – Special Education	Special Education	631-5863
Retirement Banquet	Superintendent's Office	631-4612
Salary Information Certificated (A-L) Certificated (M-Z) Certificated Subs/Teacher Tutors Classified Aides, MPAL, CPS Classified Clerical, Custodians, Bus Drivers Management, Skilled Trades, Supervisory, and Confidential	Fiscal Services/Payroll	631-4705 631-4704 631-4703 631-4702 631-4701 631-4699
School Accountability Report Cards (SARC)	Communications	631-4618
School Advisory Committee	Family and Community Engagement	631-4763
School Attendance Review Board (SARB)	Student Services	631-4637
School Choice	Educational Services	631-4752
School Facilities – Planning, Design, and Construction	Maintenance & Operations	631-5883
School Readiness	School Health & Neighborhood Support	631-5895
School Site Council	Educational Services	631-4695
School Site Gardens and Improvements	Maintenance & Operations	631-5883
SEAL Center (Special Education Alternative Learning)	Special Education	631-5445
Search & Serve Referrals/Rafer Johnson Children's Center	Special Education	631-5850
Sign Language Interpreters	Special Education	631-5863
Smart Boards	Curriculum & Instruction	631-4778
Software Training	Information Technology	631-4848
Software/Hardware Installation	Information Technology	631-4848
Specially Funded Clerks	Educational Services	631-4695
Speech Assessment/Therapist	Special Education	631-5863

Spelling Bee	Visual & Performing Arts	631-4774
Sports Commissioner (Leo Goehring)	Stiern Middle School	631-5480
Spring Concerts at School Sites	Visual & Performing Arts	631-4774
Standards, Curriculum Alignments, Instructional	Curriculum & Instruction	631-4799
State Mandated Test Scores/Reports	Curriculum & Instruction	631-4784
Store Stock Orders	Warehouse	631-4727
Strategic Plan for the District (goals & objectives)	Superintendent's Office	631-4611
STRS (State Teacher Retirement System) Information	Fiscal Services/Payroll	631-4700
Student Body Accounting Funds	Fiscal Services	631-4698
Student Cafeteria Balances	Nutrition Services	631-4737 631-4837
Student Grade Placement	Student Services	631-4633
Student Records	Student Services	631-4655
Student Retention, Promotion & Acceleration	Student Services	631-4633
Student Rights & Responsibilities	Student Services	631-4633
Student Search/Seizure	Student Services	631-4633
Student Suspension – Elementary Schools	Student Services	631-4637
Student Suspension –Middle Schools/Junior High Schools	Student Services	631-4633
Student Teacher Placement	New Teacher Support	631-4694
Substitute Calling System – SmartFindExpress	Human Resources	578-6618
Substitute Calling System – SmartFindExpress (Help Desk)	Human Resources	631-4861
Substitutes – Certificated	Human Resources	631-4861
Substitutes – Classified	Human Resources	631-4868
Summer Bridge Program	School Health & Neighborhood Support	631-5895
Summer Food Service Program	Nutrition Services	631-4740
Summer School Program	Curriculum & Instruction	631-4742
Supply Deliveries	Warehouse	631-4726
Supply Orders	Stores & Purchasing	631-4716
TAB –The Advisory Bulletin	Communications	631-4618
Tax-sheltered Annuities	Fiscal Services/Payroll	631-4700
Technology Agreements (Acceptable Use Agreements)	Curriculum & Instruction	631-3213
Technology Support Help Desk	Information Technology	631-4848
Teddy Bear Picnic	Communications	631-4618
Telephone Repair & Installation	Information Technology	631-4848
Textbook Adoptions	Curriculum & Instruction	631-4799
Textbook Distribution and Accounting	Stores & Purchasing	631-4791
Title I Time Accounting	Educational Services	631-4668
Track Meets Rafer Johnson or Coaches Choice	Special Education	631-5850
Track Meets BCSD at Bakersfield College or Valley Track Meet	Student Services	631-4634
Transitional Kindergarten (TK) – Enrollment Eligibility	Student Services	631-4634
Translation Service (Written)	Communications/Translators	631-4621
Truancy of Students	Student Services	631-4637
Tuberculosis Tests	Human Resources	631-4707

Tutoring, Free - Supplemental Educational Services (SES/NCLB)	Educational Services	631-4630
Uniform Complaint Procedures –Williams Act	Human Resources/Complaints	631-4663
Uniforms – Donation Referrals	School Sites	Various
Uniforms – Dress Code	School Sites	Various
Video Duplications	Communications	631-4618
Videographer Requests	Communications	631-4618
Vision Screening	School Health & Neighborhood Support	631-5895
Vision, Values, Mission of the District (goals & objectives)	Superintendent's Office	631-4611
Volunteer Fingerprinting	Student Services	631-4634
Website – Homepage	Communications	631-4621
Website – Support	Information Technology	631-4848
Winter Concerts at School Sites	Visual & Performing Arts	631-4774
Work Orders – Online Website	Information Technology	631-4848
Work Permits	Student Services	631-4627
Young Authors' Fair	Instructional Materials	631-4808
Young People's Concerts	Visual & Performing Arts	631-4774

Updated 8/23/16