

AGENDA FOR THE REGULAR MEETING OF THE
SIERRA COUNTY BOARD OF EDUCATION

May 8, 2012

6:00 pm

Loyalton Middle School, Room 4, 111 Beckwith Street, Loyalton, California

This meeting will be available for videoconferencing at Downieville School, Downieville CA.

In the case of a technological difficulty at either school site, videoconferencing will not be available.

Any individual who requires disability-related accommodations or modifications including auxiliary aids and services in order to participate in the Board meeting should contact the Superintendent or designee in writing.

Public inspection of agenda documents that are distributed to the Board less than 72 hours before the meeting, will be made available at the Sierra County Board of Education, 305 S. Lincoln Street, Sierraville, CA 96126 and attached to the County's online agenda at <http://www.sierracountyofficeofeducation.org> (Government Code 54957.5)

A. CALL TO ORDER

B. ROLL CALL

C. FLAG SALUTE

D. APPROVAL OF THE AGENDA

E. INFORMATION/DISCUSSION ITEMS

1. Correspondence
2. Superintendent's Report
 - a. Employee Recognition-Sue Gressel
 - b. Secure Rural Schools
 - c. Technology Presentation-Blaine Donnelly, Technology Coordinator
 - d. Transitional Kindergarten
3. Business Report
 - a. Board Report-Expenditures by Object 07/01/11 to 4/30/12**
 - b. Letter from California Department of Education regarding fiscal solvency**
4. Staff Reports (5 minutes)
5. SPTA Report (5 minutes)
6. Board Members' Report (5 minutes)
7. Public Comment – This is an opportunity for members of the public to directly address the governing board on any item of interest that is within the subject matter jurisdiction of the governing board whether or not it is listed on the agenda. Five minutes may be allotted to each speaker and a maximum of twenty minutes to each subject matter. (Education Code 35145.5; Bylaw 9322; Government Code 54954.3)
 - a. Current location
 - b. Videoconference location

F. CONSENT CALENDAR

1. Approval of minutes of the Regular Board meeting held April 10, 2012**
2. Approval of bill warrants for month of April 2012**

G. PUBLIC COMMENT FOR CLOSED SESSION ITEMS

At this time, we open the meeting for any public comments regarding the following Closed Session items:

1. Government Code §54957.6, Labor Negotiations, Employer's initial 2012-2013 collective bargaining unit proposal to Sierra-Plumas Classified Employees' Association
2. Government Code §54957.6, Labor Negotiations, Employer's initial 2012-2013 bargaining unit proposal to Sierra-Plumas Confidential Employees
3. Government Code §54957.6, Labor Negotiations, Employer's initial 2012-2013 bargaining unit proposal to Sierra-Plumas Administrative Employees

H. CLOSED SESSION

Open Session is now closed. The Board of Trustees will now move into Closed Session to consider and/or take action upon the preceding items.

RETURN TO OPEN SESSION

REPORT OUT

I. ACTION ITEMS

1. OLD BUSINESS

- a. Adoption of Administrative Regulation 3314, Payment for Goods and Services, revision**
- b. Adoption of Board Policy 5113, Absences and Excuses, revision**
- c. Adoption of Administrative Regulation 5113, Absences and Excuses, revision**

2. NEW BUSINESS – GENERAL

- a. Adoption of Resolution No. 11-008, Absence From School for Religious Exercises or Instruction** (ROLL CALL VOTE)
- b. Presentation of the employer's 2012-2013 collective bargaining unit initial proposal to Sierra-Plumas Classified Employees' Association

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- c. Public Hearing: The purpose of the public hearing is to receive public comment on the employer's 2012-2013 initial proposal to Sierra-Plumas Classified Employees' Association**
- d. Presentation of the employer's 2012-2013 initial proposal to Confidential Employees
- e. Public Hearing: The purpose of the public hearing is to receive public comment on the employer's 2012-2013 initial proposal to Confidential Employees**
- f. Presentation of the employer's 2012-2013 initial proposal to Administrative Employees
- g. Public Hearing: The purpose of the public hearing is to receive public comment on the 2012-2013 initial proposal to Administrative Employees**
- h. Presentation of the Sierra-Plumas Teachers' Association initial response to the employer's initial 2012-2013 collective bargaining agreement proposal
- i. Public Hearing: The purpose of the public hearing is to receive public comment on the Sierra-Plumas Teachers' Association initial response to employer's 2012-2013 collective bargaining agreement proposal**
- j. Adoption of Resolution No. 11-007, Set Superintendent's Salary** (ROLL CALL VOTE)
- k. Authorization to ratify Employee Agreement between Sierra County Office of Education, Sierra-Plumas Joint Unified School District and Stanford J. Hardeman**
- l. Public Hearing for Testimony Regarding Acceptance of Tier III Categorical Funds and Proposed Uses for fiscal year 2012-2013**
Programs closed subject to Tier III funding: None proposed
- m. Adoption of Resolution No. 11-009, Tier III Categorical Flexibility** (ROLL CALL VOTE)
- n. Presentation of the 2012-2013 Preliminary Budget*

POLICIES

- o. Adoption of Administrative Regulation 5125, Student Records, revision**
- p. Adoption of Board Policy 5141.21, Administering Medication and Monitoring Health Conditions, revision**
- q. Adoption of Administrative Regulation 5141.21, Administering Medication and Monitoring Health Conditions, revision**
- r. Adoption of Board Policy 6143, Courses of Study, revision**
- s. Adoption of Administrative Regulation 6143, Courses of Study, revision**

- t. Adoption of Board Policy 6146.1, High School Graduation Requirements, revision**
- u. Adoption of Administrative Regulation 6146.1, High School Graduation Requirements, revision**
- v. Adoption of Administrative Regulation 6162.51 Standardized Testing and Reporting Program, revision**

J. ADVANCED PLANNING

- 1. Next Regular Board Meeting will be held on June 12, 2012, at Downieville School, Downieville, California, at 6:00 pm.
- 2. Suggested Agenda Items
 - a. Public Hearing and Budget Adoption
 - b. Expulsion Plan Review

K. ADJOURNMENT


Stanford J. Hardeman, Superintendent

- *** prior month handout
- ** enclosed
- * handout

SPJUSD Technology Update

Blaine Donnelly – Technology Coordinator
2012

Technology Plan

- Adopted July 2010
- Runs through school year 2013
- Outlines Goals, Professional Development, Infrastructure & software, Funding/Budget, Monitoring & Evaluation and Strategies

Identified Needs June 2010

- Upgrade Outside Wireless Connections between sites (Identified on Page 28)
- Install purchased Cisco 3800 Routers (Identified on Page 28)
- Replace school switches in the next 3 years (Identified on Page 28)
- Smartboards for all classrooms
- Maintain/Increase Student to Computer ratios
- Replace 33% of computers 4 years or older, each year for the duration of the technology plan.

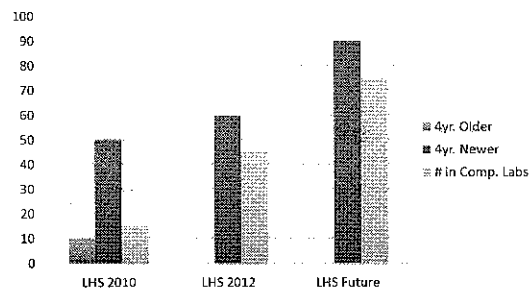
Completed Objectives

- Cisco 3800 Routers configured & installed
- Smartboards installed in all classrooms
- Renewal/Installation of new filtering devices
- Installation of new DNS Server (Internet)
- Installation of new Microsoft Email Exchange Server
- Replacement of LHS School Server
- Installation and Déployment of Mobile Labs at DVL and LES
- Deployment & Installation of new Powerschool Server
- Installation of new computers/labs

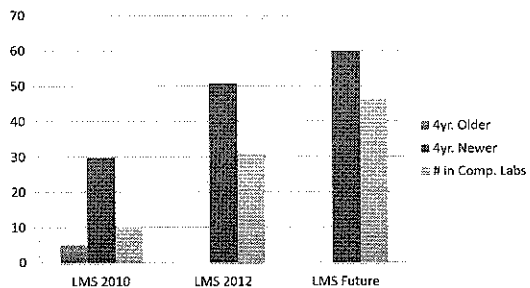
Current/On-Going Needs

- Priority #1 Outside Wireless System Upgrade
- Priority #2 Switches needs be replaced at each site
- Priority #3 Backup DNS Server in Loyaltan
- Priority #4 Software Updates/Upgrades
- Priority #5 Continued Repair & Purchasing of new Equipment

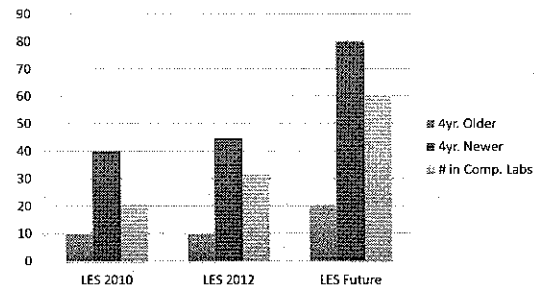
LHS Computers Then & Now

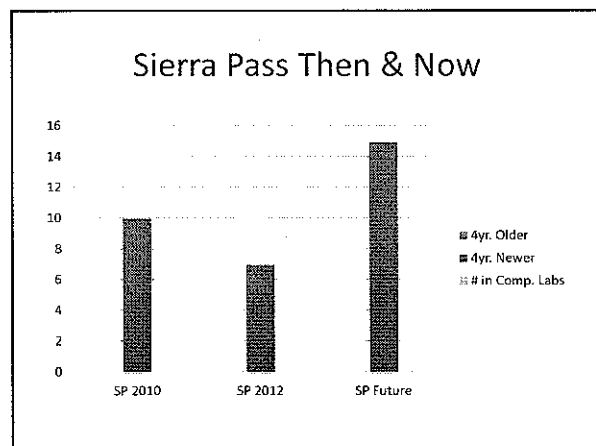
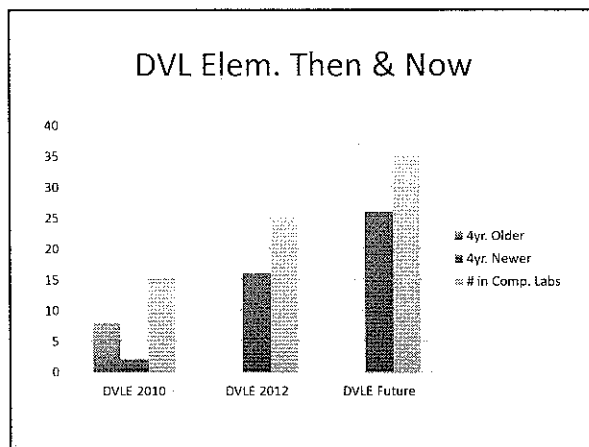
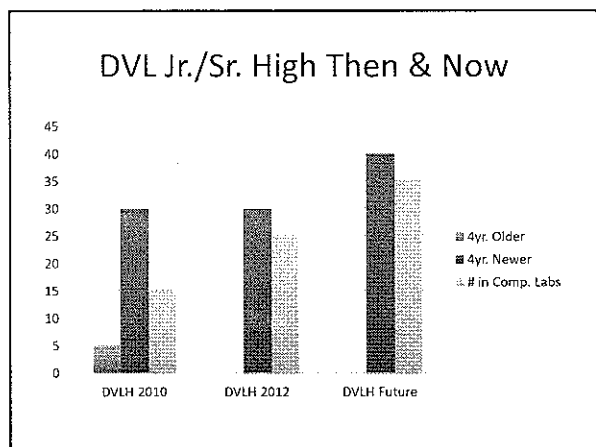


LMS Then & Now



LES Then & Now





Student to Computer Ratios 4 yrs. Or Newer Only

School	Present Ratio	Current Ratio
DVL Elementary	15.5:1	1.9:1
DVL Jr./Sr. High	1.8:1	1:1
Loyalton Elementary	4.95:1	3.52:1
Loyalton Middle School	2.5:1	1.07:1
Loyalton High School	2.0:1	1.8:1
Sierra Pass High School	1:1	1:1

Closing the Gap

- Student to Computer Ratios continuing to drop
- Age of computers continuing to stay 4 yrs. Old or newer
- Moving from fixed desktops to mobile labs
- Meeting and Exceeding Goals established in Tech. Plan

Curriculum Based Goals

- Curricular goals met early
- Furthering Technology Based Learning and Research
- Mobile Labs

Expectations

- Synopsis of Technology Coordinator daily duties
- Where we've come from and where we're going?
- Obstacles
- How the community can help
- Gold Country Consortium (Broadband Access)

Questions?

Balances through April						Fiscal Year 2011/12
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - Gen Fund						
1100	Teachers Salaries	211,852.00	205,167.00	41,456.54	163,842.90	132.44-
1120	Certificated Substitutes				4,150.00	4,150.00-
1200	Certificated Pupil Support Ser	71,063.00	58,857.00	11,771.44	47,085.76	.20-
1300	Certificated Supervisor Admini	40,428.00	45,796.00	7,566.28	38,229.62	.10
	Total for Object 1000	323,343.00	309,820.00	60,794.26	253,308.28	4,282.54-
2100	Instructional Aides' Salaries	100,148.00	100,713.00	19,652.49	74,001.34	7,059.17
2120	Classified Substitutes				1,219.00	1,219.00-
2200	Classified Support Salaries	4,888.00	9,888.00	1,193.84	4,308.82	4,385.34
2300	Classified Supervisors' Admini	96,038.00	96,353.00	15,856.00	79,790.00	707.00
2400	Clerical Technical Office Staf	107,771.00	113,456.00	19,427.36	94,135.53	106.89-
2900	Other Classified Salaries	6,144.00	6,946.00		3,822.00	3,124.00
	Total for Object 2000	314,989.00	327,356.00	56,129.69	257,276.69	13,949.62
3101	STRS Certificated Positions	26,733.00	25,734.00	5,015.52	20,561.33	157.15
3102	STRS Classified Positions	300.00	300.00	60.00	240.58	.58-
3201	PERS Certificated Positions	143.00			207.54	207.54-
3202	PERS Classified Positions	44,369.00	44,068.00	7,542.60	36,600.78	75.38-
3301	OASDI Certificated Positions	187.00			151.29	151.29-
3302	OASDI Classified Positions	18,614.00	18,702.00	3,305.81	15,139.06	257.13
3311	Medicare Certificated Position	4,636.00	4,562.00	868.18	3,849.21	155.39-
3312	Medicare Classified Positions	4,716.00	4,435.00	783.27	3,585.50	66.23
3401	Health & Welfare Benefits Cert	76,725.00	73,095.00	14,618.92	58,475.64	.44
3402	Health & Welfare Benefits Clas	83,711.00	83,581.00	14,437.30	69,274.26	130.56-
3501	SUI Certificated	5,154.00	5,147.00	978.76	4,340.01	171.77-
3502	SUI Classified	5,347.00	5,105.00	903.70	4,072.42	128.88
3601	Workers' Compensation Certific	8,966.00	8,887.00	1,745.74	7,265.76	124.50-
3602	Workers' Compensation Classifi	8,368.00	8,928.00	1,577.16	7,220.37	130.47
3701	OPEB, Allocated Certificated	21,054.00	27,731.00		16,265.79	11,465.21
3801	PERS Reduction Recapture	48.00			39.84	39.84-
3802	PERS Reduction Recapture	5,855.00	5,681.00	987.14	4,665.59	28.27
	Total for Object 3000	314,926.00	315,956.00	52,824.10	251,954.97	11,176.93
4100	Approved Textbooks Core Curric	313.00	638.00		1,018.55	380.55-
4200	Library and Reference Material	1,613.00	4,563.00		5,250.00	687.00-
4300	Materials and Supplies	15,757.00	16,463.00	712.78	5,795.56	9,954.66
4320	Custodial Supplies	1,600.00	1,600.00		550.91	1,049.09
4330	Office Supplies	6,000.00	6,000.00		701.83	5,298.17
4350	Vehicle Upkeep	7,000.00	7,000.00	694.98	582.41	5,722.61

Selection Filtered by User Permissions, (Org = 1, Online/Offline = N, Fiscal Year = 2012, Period = 10, Unposted JEs? = N, Assets and Liabilities? = N, Restricted Accts? = Y, Fund = 01, Object = 1-7, SACS Fund? = N, Fund Page Break? = N, Obj Lvl = 4, Obj Digits = 1, Page Break? = N)

ESCAPE ONLINE

Balances through April						Fiscal Year 2011/12
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - Gen Fund (continued)						
4399	Mat & Sup Undesignated Bal		7,840.00			7,840.00
4400	Noncapitalized Equipment	8,940.00	8,940.00		1,849.20	7,090.80
	Total for Object 4000	41,223.00	53,044.00	1,407.76	15,748.46	35,887.78
5100	Subagreements for Services	50,000.00	50,000.00			50,000.00
5200	Travel and Conference	26,774.00	28,634.00	5,503.55	17,844.19	5,286.26
5300	Dues and Membership	16,321.00	16,321.00		9,138.93	7,182.07
5400	Insurance	10,702.00	10,702.00		8,968.00	1,734.00
5500	Operation Housekeeping Service	10,000.00	10,000.00	256.56	5,910.10	3,833.34
5600	Rentals, Leases, Repairs, Nonc	8,603.00	8,103.00	311.12	417.70	7,374.18
5800	Professional Consulting	6,000.00	6,000.00	2,500.00	7,600.00	4,100.00
5801	Legal Services	40,386.00	31,093.00	20,000.00	24.00	11,117.00
5803	Legal Publications	500.00	500.00	175.00	50.00	375.00
5805	Personnel Expense	700.00	700.00	116.00	256.00	328.00
5806	Negotiations	2,000.00	2,000.00			2,000.00
5808	Other Services & Fees	1,500.00	1,500.00	175.50	1,054.50	270.00
5810	Contracted Services	247,903.00	273,351.00	60,337.17	164,902.25	48,111.58
5899	SPJUSD to Reimburse			822.81	999.54	1,822.35
5900	Communications	4,000.00	4,000.00		997.65	3,002.35
	Total for Object 5000	425,389.00	442,904.00	90,197.71	218,014.86	134,691.43
6400	Equipment		34,728.00		28,941.31	5,786.69
7110	County Tuition Inter Dist Agre	105,780.00	139,705.00	145,000.00	4,855.71	439.29
7141	Tuition, excess cost etc betwe	139,780.00	96,511.00	31,398.78	46,973.22	18,139.00
7310	Direct Support/Indirect Costs					.00
	Total for Object 7000	245,560.00	236,216.00	176,398.78	42,117.51	17,699.71
	Total for Expense accounts	1,665,430.00	1,720,024.00	437,752.30	1,067,362.08	214,909.62
	Total for Org 001, Fund 01 and Expense accounts	1,665,430.00	1,720,024.00	437,752.30	1,067,362.08	214,909.62



CALIFORNIA
DEPARTMENT OF
EDUCATION

TOM TORLAKSON
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

DRAFT April 26, 2012

Stan Hardeman, Superintendent
Sierra County Office of Education
Sierra-Plumas Unified School District
P.O. Box 157
Sierraville, CA 96126

Dear Superintendent Hardeman:

Subject: 2011–2012 Second Interim Reports

Pursuant to California *Education Code* sections 1240(l) and 42131(f) and Assembly Bill 114 (Chapter 43, Statutes of 2011), we have reviewed your county office of education and school district's Second Interim Reports and the accompanying certifications of financial solvency to determine whether they comply with the Criteria and Standards for fiscal stability adopted by the State Board of Education and allow your offices to meet their financial obligations for the remainder of the fiscal year. We concur with your assessment that, based on current projections, your county office will be able to meet its financial obligations for the current fiscal year and that a positive certification is appropriate. We also concur with your assessment that based on current projections, your school district may be unable to meet its financial obligations for the second subsequent fiscal year and that a qualified certification is appropriate.

Although both the county office and school district project balanced budgets and adequate reserves for the current year, absent budget reductions, the district projects zero reserves in the second subsequent fiscal year. We advise that all possible means of reducing expenditures must be explored, and that these reductions should be implemented as soon as practicable to maximize their cumulative effect. We emphasize that these reductions are imperative in order for the district to remain fiscally solvent. We ask that you keep us informed of your actions and progress.

As you are aware, the State Superintendent of Public Instruction (SSPI) is legally responsible to oversee the fiscal solvency of county offices of education and of any school districts for which the county board of education serves as the governing board. The California Department of Education may find it necessary to intervene in the district's fiscal condition at any time during the fiscal year as provided by *EC Section 1630(b)*.

Stan Hardeman, Superintendent
DRAFT April 26, 2012
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We remind you that as a result of the qualified certification for the current fiscal year, the following requirements are in effect:

- Pursuant to *Government Code* Section 3540.2(e), your district must allow the SSPI at least 10 working days to review and comment on any proposed labor agreements and to render an opinion on whether the agreement would endanger the fiscal well-being of the district.
- Pursuant to *EC* Section 42133(b), your district may not issue, for the 2013-14 fiscal year, certificates of participation, tax anticipation notes, revenue bonds, or any other debt instruments not requiring the approval of the voters of the district, unless the SSPI determines that repayment of that indebtedness is probable.
- Pursuant to *EC* Section 1240.2, your district must provide to the Controller and the SSPI, no later than June 1, financial statement projections of the district's fund and cash balances through June 30 for the period ending April 30.

We appreciate the submission of your Second Interim Reports and await your end of year projections. If you have any questions or concerns, please contact our office by phone at 916-322-1770.

Sincerely,

Peggy O'Guin, Administrator
Financial Accountability and Information Services

PWO:mp
y2012-201a-46c

cc: Rose Asquith, Business Manager

MINUTES OF THE REGULAR MEETING OF THE
SIERRA COUNTY BOARD OF EDUCATION

April 10, 2012

Downieville School, Downieville, California

This meeting was videoconferenced to Loyalton Middle School, Room 4, Loyalton, CA 96118

A. CALL TO ORDER

President ALLEN WRIGHT called the meeting to order at 6:00 pm.

B. ROLL CALL

PRESENT: Mr. Allen Wright, President
Ms. Sharon Dryden, Vice President
Mr. Jeff Bosworth, Clerk
Mr. Mike Moore, Member

ABSENT: Mr. Todd York, Member

VACANT: None

STAFF: Mr. Stan Hardeman, Superintendent
Ms. Rose Asquith, Business Manager
Ms. Hannah Tomatis, Administrative Assistant
Ms. Marla Stock, Site Administrator
Mr. Derek Cooper, Site Administrator
Ms. Marlene Mongolo, SELPA Director

C. FLAG SALUTE

D. APPROVAL OF THE AGENDA

MSCU/MOORE/DRYDEN

E. INFORMATION/DISCUSSION ITEMS

1. CORRESPONDENCE

2. SUPERINTENDENT'S REPORT

- a. Reduction in Workforce/Program- A reduction in 1 FTE, certificated teacher, has been made due to lack of student enrollment in the Opportunity Program. This program will be reinstated if there are student needs. Also, a reduction in 1.5 FTE, classified employees; for clarification see Resolution 11-006, attached.
- b. Secure Rural Schools-Summary (SRS): The Secure Rural Schools was attached to the surface Transportation Bill. It is approved by the Senate, but rejected by the House which instead adopted a "simple bill" (a previous year's bill) which is on the docket for 90 days. The "simple bill" does not include Secure Rural Schools. Mr. Hardeman found, through research, that the simple bill includes a huge payment at the end of ninety days regarding the "Katrina" bill. Hopefully, SRS will get back on the Transportation Bill before June 30, 2012. The proposal is still for a one year renewal.
MOORE: If it doesn't pass, how much will it cost the District?

Ms. Asquith responded that it would mean a loss of \$650,000 for the District and \$85,000 for the County (Office of Education). The County of Sierra would also be affected.

Mr. Hardeman stressed that the County and School coalition efforts will attempt to continue to get the short and long term authorization passed.

- c. Response To Intervention (RTI) at Loyalton Elementary School- Mr. Hardeman congratulated the staff at LES regarding their progress in Response To Intervention program.
- d. Technology Plan- The plan was given to the Board in preparation for the May Board Meeting
 - Technology Plan – A district technology presentation will be given at the May meeting
 - News Release
 - Technology Equipment Spreadsheet shows that the District budgeted \$108,000 but actual expenditures were \$30,000.

3. BUSINESS REPORT

Ms. Asquith presented the Board Report-Expenditures by Object 07/01/11 to 3/31/12. There were no comments or questions.

4. STAFF REPORT

Marlene Mongolo gave the Board the newly revised *Parent's Handbook for Special Education Services*.

5. SPTA REPORT

Pat Doyle, Loyalton Elementary School teacher, gave a report from SPTA in regards to participation from contributing staff to the 2012-13 calendar. The goal was open communication and objectives. The idea was to change the process so people felt that they were heard. Forty-three staff members participated in this project. There were three calendar drafts that surfaced as popular choices.

Draft #5 had 16 votes

Draft #8 had 7 votes

Draft #9 had 17 votes

6. BOARD MEMBER'S REPORT

Mr. MOORE spoke of the importance of Secure Rural Schools to this County. The Act was initiated in 1893. Federal land does not pay any property tax to states and counties. It was enacted to give money to the schools from forest receipts. Twenty-five percent of the gross income was split 50/50 between the road department and the schools. To rid our County of this Act would be devastating to all of Northern California, Oregon and Washington. Mr. MOORE recommended for people to contact representatives in Washington.

7. PUBLIC COMMENT

President WRIGHT opened the meeting for public comment at 6:18 pm.

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- a. Current location – No comment
 - b. Videoconference location - No comment
- President WRIGHT closed the meeting for public comment at 6:19 pm.

F. CONSENT CALENDAR

The following items were included in the consent calendar:

1. Approval of minutes of the Regular Board meeting held March 13, 2012
2. Approval of bill warrants for month of March 2012
3. Approval of Quarterly Report on Williams Uniform Complaints for quarter ending March 31, 2012. It is required per Education Code 35186 section (d) *that a school district shall report summarized data on the nature and resolution of all complaints on a quarterly basis to the county superintendent of schools and the governing board of the school district.* No complaints regarding textbooks and instructional materials, teacher vacancy or misassignment or conditions of facilities were filed with Sierra County Office of Education during the quarter ending March 31, 2012.
MSCU/DRYDEN/BOSWORTH

G. ACTION ITEMS

1. OLD BUSINESS

- a. Approval of Administrative Regulation 4161.2, Personal Leaves, revision
MSCU/MOORE/BOSWORTH
- b. Approval of Administrative Regulation 4261.2, Personal Leaves, revision
MSCU/MOORE/BOSWORTH

2. NEW BUSINESS - Policies

MOORE motioned to approve Items a, b and d through m. DRYDEN seconded.
Motion Passed Unanimously

- a. Approval of Board Policy 0450, Comprehensive Safety Plan, revision
- b. Approval of Administrative Regulation 0450, Comprehensive Safety Plan, revision
- c. Approval of Administrative Regulation 3314, Payment for Goods and Services, revision
MOORE: Discussion: Regarding the new section added from PCC 9203 stating that when 50% is complete the board may release the withheld (the 5%) proceeds. There is concern about releasing the 5% and then the job left incomplete. MOORE moved to lay this item on the table until May. BOSWORTH seconded.
- d. Approval of Board Policy 5111, Admission, revision
- e. Approval of Administrative Regulation 5111, Admission, revision
- f. Approval of Administrative Regulation 5111.1, District Residency, revision
- g. Approval of Administrative Regulation 5111.12, Residency Based on Parent/Guardian Employment, revision

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- h. Approval to DELETE Administrative Regulation 5111.13, Residency for Homeless Children (*Key concepts incorporated into AR 5111.1*)
- i. Approval of Administrative Regulation 5125.1, Release of Directory Information, revision
- j. Approval of Exhibit E5125.1, Release of Directory Information, revision
- k. Approval of Administrative Regulation 5131, Conduct Code, revision
- l. Approval of Board Policy 5131.7, Weapons and Dangerous Instruments, revision
- m. Approval of Administrative Regulation 5131.7, Weapons and Dangerous Instruments, revision

H. PUBLIC COMMENT

I. CLOSED SESSION I

At 6:29 pm the meeting opened for any public comments regarding the following Closed Session item:

- 1. Government Code §54957.6, Labor Negotiations, Employer's 2012-2013 Initial Proposal to Sierra-Plumas Teachers Association

There was no comment.

The Board of Trustees moved into Closed Session to consider and/or take action upon the preceding item.

J. RETURN TO OPEN SESSION 7:10 pm

REPORT OUT

Direction was given to the superintendent to proceed with negotiations with SPTA on the labor agreement.

1. New Business – General

- a. Approval of the 2012-2013 School Calendar, First Reading
MSCU/DRYDEN/MOORE
- b. Presentation of the Employer's Initial Proposal to the Sierra-Plumas Teachers' Association for 2012-2013 Collective Bargaining Agreement
MSCU/DRYDEN/MOORE
- c. Public Hearing: The public hearing to receive public comment on the Employer's Initial Proposal to the Sierra-Plumas Teachers' Association for 2012-2013 Collective Bargaining Agreement was held at 7:17 pm. There was no comment.
- d. Approval of the Sierra County Office of Education and the Sierra-Plumas Joint Unified School District Safe Schools Plan
MOORE moved to approve this item as amended as follows: Change "8" to "9" on page 4.

DRYDEN seconded. Motion Passed Unanimously.

K. PUBLIC COMMENT

At 7:19 pm, the meeting opened for any public comments regarding the following Closed Session item:

1. Government Codes §35146 and §46601, Closed Session to Consider Pupil Matters/
Approval of Appeal of Interdistrict Attendance Decision

There was no comment

The Board of Trustees moved into Closed Session to consider and/or take action upon the preceding item.

L. CLOSED SESSION II

M. RETURN TO OPEN SESSION 8:10 am

REPORT OUT

DRYDEN motioned to deny the Appeal of Interdistrict Attendance Agreement Decision
MOORE seconded.

ROLL CALL VOTE:

BOSWORTH – AYE

DRYDEN – AYE

MOORE AYE

WRIGHT AYE

N. PUBLIC COMMENT

At 8:13 pm, the meeting opened for any public comments regarding the following Closed Session item:

1. Government Codes §35146 and §46601, Closed Session to Consider Pupil
Matters/ Approval of Appeal of Interdistrict Attendance Decision

The Board of Trustees moved into Closed Session to consider and/or take action upon the preceding item.

O. CLOSED SESSION III

P. RETURN TO OPEN SESSION - 8:36 pm

REPORT OUT

DRYDEN motioned to deny the Appeal of Interdistrict Attendance Agreement Decision
MOORE seconded.

ROLL CALL VOTE

BOSWORTH – NO

DRYDEN – AYE

MOORE - AYE

Sierra County Board of Education
Regular Meeting Minutes
April 10, 2012
WRIGHT - AYE

Q. ADVANCED PLANNING

The next regular meeting of the Board will be held on Tuesday, May 8, 2012, at Loyalton Middle School, Room 4, Loyalton, California at 6:00 pm.

Suggested Agenda Items

- a. 2012-2013 Preliminary Budget
- b. Resolution to Set Superintendent's Salary
- c. AR 3314
- d. Technology presentation
- e. Secure Rural Schools Update

R. ADJOURNMENT

MSCU/MOORE/BOSWORTH
Adjourned at 8:40 pm.

Jeff Bosworth, Clerk

Stanford J. Hardeman, Superintendent

Checks Dated 04/01/2012 through 04/30/2012

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
00013445	04/11/2012	EMBASSY SUITES	01-5200		335.37
00013446	04/11/2012	HILTON SACRAMENTO ARDEN WEST	01-5200		190.86
00013447	04/11/2012	BARBARA MCKURTIS	01-5810		4,000.00
00013448	04/11/2012	LEARN WITHOUT LIMITS	01-4300		59.00
00013449	04/11/2012	PITNEY BOWES, INC.	01-5600	50.81	
			01-5899	152.43	203.24
00013450	04/11/2012	SIERRA COUNTY OFFICE OF EDUCATION	01-5200	100.00	
			01-5808	30.00	130.00
00013451	04/11/2012	TRI COUNTY SCHOOLS GROUP	01-9535	3,229.00	
			76-9576	13,689.00	16,918.00
00013452	04/11/2012	SUSAN VANDRUFF, OTR	01-5810		550.00
00013453	04/11/2012	VOYAGER	01-4350	138.60	
			01-5200	41.31	
			01-5899	107.74	287.65
00013454	04/25/2012	APEX SAW WORKS	01-4300		211.60
00013455	04/25/2012	ROSE ASQUITH	01-5200	54.66	
			01-5899	138.48	193.14
00013456	04/25/2012	DELL MARKETING L.P. C/O DELL USA L.P.	01-4400		1,849.20
00013457	04/25/2012	LIBERTY ENERGY	01-5500		158.96
00013458	04/25/2012	BARBARA MCKURTIS	01-5810		1,600.00
00013459	04/25/2012	MIKE MOORE	01-5200		27.75
00013460	04/25/2012	SIERRA COUNTY OFFICE OF EDUCATION	01-5808		72.62
00013461	04/25/2012	TEHAMA COUNTY DEPARTMENT OF ED	01-5300	1,444.93	
			01-5899	481.64	1,926.57
00013462	04/25/2012	U.S. BANK	01-5200		8.00
00013463	04/25/2012	ALLEN WRIGHT	01-5200		7.22
Total Number of Checks				19	28,729.18

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	County School Service Fund	19	15,040.18
76	Payroll Clearing	1	13,689.00
Total Number of Checks		19	28,729.18
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			28,729.18

Sierra County/Sierra-Plumas Joint USD

Administrative Regulation

Payment For Goods And Services

AR 3314

Business and Noninstructional Operations

Payment for Construction Contracts

Payment on any contract for the creation, construction, alteration, repair, or improvement of any district property or facility or other public works project shall be made in accordance with the estimates, process, and/or schedule approved by the Governing Board.

As necessary, the Superintendent or designee may make progress payments as actual work is completed or materials are delivered. When a payment request is properly submitted by a contractor, any undisputed portion of the payment request shall be paid within 30 days. If the Superintendent or designee determines any payment request to be improper, he/she shall return the payment request to the contractor with a written statement of reasons why the request is not proper. (Public Contract Code 9203, 20104.50)

(cf. 3312 - Contracts)

The district may withhold up to five percent of the proceeds due to the contractor until completion and acceptance of the project. (Public Contract Code 7201)

The proceeds to be withheld by the district may exceed five percent when the Board has made a finding, prior to the bid and during a properly noticed and regularly scheduled meeting, that the project is substantially complex and requires a higher retention amount than five percent. In such cases, the Board's finding and the actual amount to be withheld shall be included in the bid documents. (Public Contract Code 7201)

(cf. 3311 - Bids)

(cf. 9320 - Meetings and Notices)

(cf. 9324 - Minutes and Recordings)

~~At any time after 50 percent of the work has been completed, the Board may release the withheld proceeds if it finds that satisfactory progress is being made.~~ (Public Contract Code 9203)

Proceeds withheld by the district from payments to contractors for public works contracts shall be released within 60 days after the construction or improvement is completed. In the event of a dispute between the district and the contractor, the district may withhold from the final payment an amount not to exceed 150 percent of the disputed amount. (Public Contract Code 7107)

Regulation

approved: April 10, 2007

revised: May 13, 2008

revised: May 8, 2012

SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
Sierraville, California

Stacy
Rose

Students *Proposed*

BP 5113(a)

ABSENCES AND EXCUSES

Note: The following policy is optional may be revised to reflect district practice. Pursuant to Education Code 48200, children between ages 6 and 18 are subject to compulsory, full-time education, except when otherwise exempted.

For examples of strategies for reducing chronic absences, see CSBA's policy brief, Improving Student Achievement by Addressing Chronic Absence.

✓ The Governing Board believes that regular attendance plays an important role in student achievement. The Board shall work with parents/guardians and students to ensure their compliance with all state attendance laws, and may use appropriate legal means to correct problems of chronic absence or truancy.

(cf. 5112.1 - Exemptions from Attendance)
(cf. 5112.2 - Exclusions from Attendance)
(cf. 5113.1 - Chronic Absence and Truancy)

Parents/Guardians of children 6-18 are obligated to send their children to school unless otherwise provided by law.

From current policy. Keep.

Excused Absences

Note: Pursuant to Education Code 42238.8, the determination of an absence as excused or unexcused is irrelevant for accounting purposes. However, verification of excused absences is still relevant for purposes of enforcement of compulsory education laws and for the determination of whether a student is truant. Pursuant to Education Code 48260, students with a valid excused absence are not truant. In addition, this classification is important since California's welfare system (CalWORKS), Welfare and Institutions Code 11253.5, sets family grant eligibility requirements based upon whether a child is "regularly attending school." See BP/AR 5113.1 - Chronic Absence and Truancy.

✓ Absence from school shall be excused only for health reasons, family emergencies, and justifiable personal reasons, as permitted by law, Board policy, and administrative regulations. (Education Code 48205)

✓ Inasmuch as class participation is an integral part of students' learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments during nonschool hours.

Note: The following paragraph applies to all districts. Districts that maintain only elementary grades should delete the reference to grades 7-12 students in the paragraph.

✓ At the beginning of each school year, the Superintendent or designee shall send a notification to the parents/guardians of all students, and to all students in grades 7-12, informing them that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian. (Education Code 46010.1)

(cf. 5145.6 - Parental Notifications)

Note: The California Supreme Court (American Academy of Pediatrics et al v. Lungren et al) has clarified that students do not need parent/guardian consent before receiving confidential medical services. In The Attorney General reached the same conclusion in 87 Ops. Atty. Gen. 168 (2004).

ABSENCES AND EXCUSES (continued)

- ✓ Students shall not be absent from school without their parents/guardians' knowledge or consent except in cases of medical emergency or confidential medical appointment.

Note: Pursuant to Education Code 46014, the Governing Board may allow students to be absent for religious exercises or instruction. If the Board allows such absences, it must first adopt a resolution permitting an excused absence for this purpose. The Board is also mandated to adopt regulations governing students' attendance at such exercises or instruction and the reporting of these absences; see accompanying administrative regulation.

- ✓ Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to law and administrative regulations. (Education Code 46014)

Effect of Absence on Grades/Credits

New If a student's absence is excused under Education Code 48205, he/she shall be allowed to complete any missed assignment or test that can be reasonably given, as determined by the teacher of that class. The student shall be given full credit for the assignment or test if he/she satisfactorily completes the assignment or test within a reasonable period of time. (Education Code 48205)

Note: The following paragraph is for use by districts that authorize teachers to assign failing grades for excessive unexcused absences pursuant to Education Code 49067. Such districts are mandated to establish regulations which include the provision of reasonable opportunity for the student and/or his/her parents/guardians to explain the absence(s) and a method for identifying, in the student's records, those failing grades that are based on unexcused absences; see BP/AR 5121 - Grades/Evaluation of Student Achievement for language implementing this mandate.

- ✓ A student's grades may be affected by excessive unexcused absences in accordance with Board policy.

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 6154 - Homework/Makeup Work)

Legal Reference: (see next page)

ABSENCES AND EXCUSES (continued)

Legal Reference:

EDUCATION CODE

- 1740 *Employment of personnel to supervise attendance (county superintendent)*
- 2550-2558.6 *Computation of revenue limits*
- 37201 *School month*
- 37223 *Weekend classes*
- 41601 *Reports of average daily attendance*
- 42238-42250.1 *Apportionments*
- 46000 *Records (attendance)*
- 46010-46014 *Absences*
- 46100-46119 *Attendance in kindergarten and elementary schools*
- 46140-46147 *Attendance in junior high and high schools*
- 48200-48208 *Children ages 6-18 (compulsory full-time attendance)*
- 48210-48216 *Exclusions from attendance*
- 48240-48246 *Supervisors of attendance*
- 48260-48273 *Truants*
- 48292 *Filing complaint against parent*
- 48320-48324 *School attendance review boards*
- 48340-48341 *Improvement of student attendance*
- 49067 *Unexcused absences as cause of failing grade*
- 49701 *Provisions of the interstate compact on educational opportunities for military children*

ELECTIONS CODE

- 12302 *Student participation on precinct boards*

FAMILY CODE

- 6920-6929 *Consent by minor*

VEHICLE CODE

- 13202.7 *Driving privileges; minors; suspension or delay for habitual truancy*

WELFARE AND INSTITUTIONS CODE

- 601-601.4 *Habitually truant minors*
- 11253.5 *Compulsory school attendance*

CODE OF REGULATIONS, TITLE 5

- 306 *Explanation of absence*
- 420-421 *Record of verification of absence due to illness and other causes*

ATTORNEY GENERAL OPINIONS

- 87 *Ops. Cal. Atty. Gen. 168 (2004)*
- 66 *Ops. Cal. Atty. Gen. 244 (1983)*

COURT DECISIONS

- American Academy of Pediatrics et al v. Lungren et al (1997) 16 Cal.4th 307*

Management Resources:

CSBA PUBLICATIONS

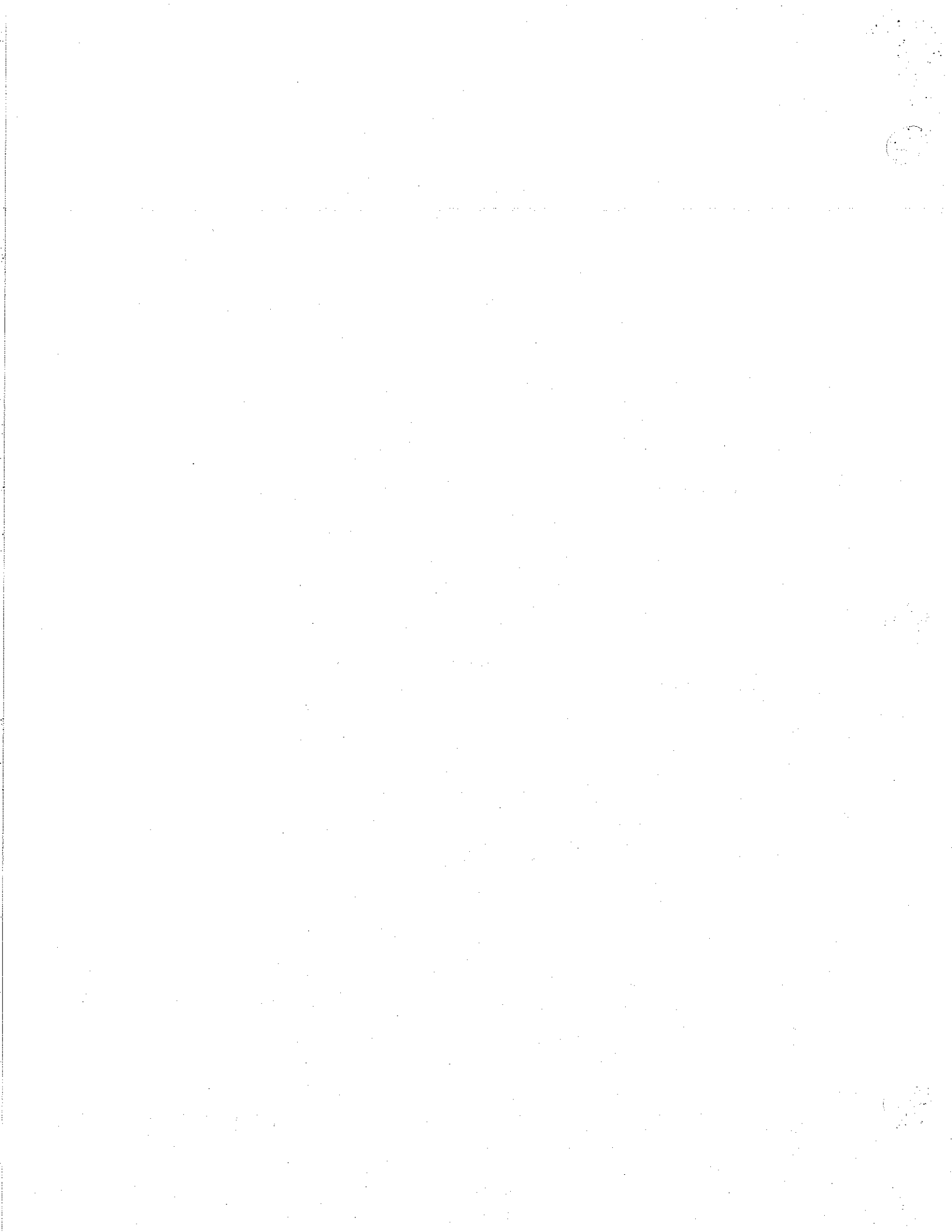
Improving Student Achievement by Addressing Chronic Absence, Policy Brief, December 2010

WEB SITES

CSBA: <http://www.csba.org>

Policy adopted: 4/2007
5/2012

CSBA MANUAL MAINTENANCE SERVICE
November 2011



Proposed

Students

AR 5113(a)

ABSENCES AND EXCUSES

Note: Pursuant to Education Code 42238.8, the determination of an absence as "excused" or "unexcused" is not relevant for accounting purposes. However, verification of excused absences is relevant for purposes of enforcing the compulsory state attendance laws, determining the grant eligibility of a student's family for the CalWORKS program, and, when authorized by the Governing Board, assignment of a failing grade to a student for excessive absences; see accompanying Board policy.

Excused Absences

✓ A student's absence shall be excused for the following reasons:

- ✓ 1. Personal illness (Education Code 48205)
- ✓ 2. Quarantine under the direction of a county or city health officer (Education Code 48205)

(cf. 5112.2 - Exclusions from Attendance)

- ✓ 3. Medical, dental, optometrical, or chiropractic appointment (Education Code 48205)
- ✓ 4. Attendance at funeral services for a member of the immediate family, which shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state (Education Code 48205)
- ✓ *Immediate family* shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister, or any relative living in the student's immediate household. (Education Code 45194, 48205)
- ✓ 5. Jury duty in the manner provided by law (Education Code 48205)
- ✓ 6. The illness or medical appointment during school hours of a child to whom the student is the custodial parent (Education Code 48205)

(cf. 5146 - Married/Pregnant/Parenting Students)

- ✓ 7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (Education Code 48205)
 - ✓ a. Appearance in court
 - ✓ b. Attendance at a funeral service
 - ✓ c. Observation of a holiday or ceremony of his/her religion
 - ✓ d. Attendance at religious retreats not to exceed four hours per semester

ABSENCES AND EXCUSES (continued)

✓ e. Attendance at an employment conference

New f. Attendance at an educational conference offered by a nonprofit organization on the legislative or judicial process

Note: Education Code 48205 allows excused absences for service on a precinct board as specified in item #8 below. Elections Code 12302 authorizes an elections official to appoint a maximum of five students per precinct to serve under the direct supervision of precinct board members if the students possess specified qualifications (e.g., at least 16 years old, a United States citizen, specified grade point average) and their appointment is approved by the Board.

✓ 8. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Education Code 48205)

(cf. 6142.3 - Civic Education)

Note: AB 387 (Ch. 610, Statutes of 2011) amended Education Code 48205 to include student absence due to the reason described in item #9 below as a type of excused absence.

New 9. To spend time with his/her immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment (Education Code 48205)

(cf. 6173.2 - Education of Children of Military Families)

Note: Item #10 below should be listed only if the Board has chosen to allow absences for religious instruction or exercises. See the accompanying Board policy. If these absences are allowed, Education Code 46014 mandates that the Board adopt regulations governing students' attendance at religious exercises or instruction and the reporting of such absences. These regulations should be included here and should include items #a and #b below.

✓ 10. Participation in religious exercises or to receive moral and religious instruction in accordance with district policy (Education Code 46014)

✓ a. In such instances, the student shall attend at least the minimum school day.

✓ b. The student shall be excused for this purpose on no more than four days per school month.

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

ABSENCES AND EXCUSES (continued)

Method of Verification

Note: 5 CCR 420-421 provide guidelines for verifying absences due to illness; quarantine; medical, dental, or eye appointments; or attending funeral service of a member of the immediate family. 5 CCR 421 authorizes a student's absence to be verified by a school or public health nurse, attendance supervisor, physician, principal, teacher, or any other qualified district employee assigned to make such verification. The following section should be revised to reflect district-adopted methods of verification and to specify employee(s) assigned to verify absences.

When a student who has been absent returns to school, he/she shall present a satisfactory explanation verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, other person having control of the minor, or the student if age 18 or older.
(Education Code 46012; 5 CCR 306)

The following methods may be used to verify student absences:

1. Written note, fax, email, or voice mail from parent/guardian or parent representative ^{OR STUDENT IF 18 OR OLDER.}
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
 - a. Name of student
 - b. Name of parent/guardian or parent representative
 - c. Name of verifying employee
 - d. Date(s) of absence
 - e. Reason for absence
3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. The employee shall document the verification and include the information specified in item #2 above.
4. Physician's verification.

Note: The following **optional** paragraph provides a means of verifying an excuse for confidential medical services without inquiring into the nature of the medical services.

ABSENCES AND EXCUSES (continued)

- ✓ a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.

Note: The following optional paragraph provides that, after a specified number of absences for illness verified by methods listed in #1-3 above, the student must bring a note from a physician to verify his/her illness. If a student does not have access to medical services in order to obtain such verification, the district may need to provide financial assistance for the medical consultation if it is required. The district should modify the number of absences below to reflect district practice.

- ✓ b. When a student has had 14 absences in the school year for illness verified by methods listed in #1-3 above, any further absences for illness shall be verified by a physician.

SIERRA COUNTY OFFICE OF EDUCATION
RESOLUTION NO. 11-008

ABSENCE FROM SCHOOL FOR RELIGIOUS EXERCISES
OR INSTRUCTION

WHEREAS, Education Code §46014 states that pupils, with the written consent of their parents or guardians, may be excused from school in order to participate in religious exercises or instruction; and

WHEREAS, Education Code §46014 states that the governing board of the district of attendance shall first adopt a resolution permitting pupils to be absent from school for such exercises or instruction; and

WHEREAS, Sierra County Office of Education and Sierra-Plumas Joint Unified School District Board Policy and Administrative Regulation 5113 give reference and guidelines for absence for religious exercises or instruction; and

WHEREAS, it is hereby the intent of the Board of Education to permit pupils to be absent from school for religious exercises or to receive moral and religious instruction at their respective place of worship or at other suitable place designated by the religious group, church or denomination; and

NOW, THEREFORE, BE IT RESOLVED that the Sierra County Office of Education and the Sierra-Plumas Joint Unified School District Board of Education hereby agrees to the permit absences from school according to Education Code §46014, Board Policy 5113 and Administrative Regulation 5113.

Passed and adopted at a regular meeting of the Sierra County Office of Education Board of Education on May 8, 2012, as follows:

AYES:

NOES:

ABSENT:

ABSTAIN:

VACANT: NONE

Jeff Bosworth, Clerk


SIERRA COUNTY
OFFICE OF EDUCATION

SIERRA-PLUMAS JOINT
UNIFIED SCHOOL DISTRICT

STANFORD J. HARDEMAN
SUPERINTENDENT

**NOTICE OF PUBLIC HEARING OF THE 2012-2013
INITIAL PROPOSAL FROM THE SIERRA COUNTY SUPERINTENDENT OF SCHOOLS
AND SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT GOVERNING BOARD TO
THE SIERRA-PLUMAS CONFIDENTIAL EMPLOYEES**

Notice is hereby given that a Public Hearing for public comment on the Initial Proposal from the Sierra County Superintendent of Schools and Sierra-Plumas Joint Unified School District Governing Board to the Sierra-Plumas Confidential Employees for 2012-2013 salary, benefits and bargaining offers, will be held Tuesday, May 8, 2012, at 6:00 P.M.* at Loyalton Middle School, Loyalton, California


Stanford J. Hardeman, Superintendent
April 30, 2012

*Sierra County Board of Education meeting begins at 6:00PM
Sierra-Plumas Joint Unified School District meeting begins immediately following the Sierra County Board meeting

Post/Website, District/County Office, LHS, LES, DVL Schools

P. O. BOX 157 • 305 SOUTH LINCOLN STREET • SIERRAVILLE, CA 96126 • (530) 994-1044 • FAX (530) 994-1045

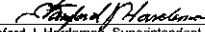
SIERRA COUNTY
OFFICE OF EDUCATION

SIERRA-PLUMAS JOINT
UNIFIED SCHOOL DISTRICT

STANFORD J. HARDEMAN
SUPERINTENDENT

**NOTICE OF PUBLIC HEARING OF THE 2012-2013
INITIAL PROPOSAL FROM THE SIERRA COUNTY SUPERINTENDENT OF SCHOOLS
AND SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT GOVERNING BOARD TO
THE SIERRA-PLUMAS CLASSIFIED EMPLOYEES ASSOCIATION**

Notice is hereby given that a Public Hearing for public comment on the Initial Proposal from the Sierra County Superintendent of Schools and the Sierra-Plumas Joint Unified School District Governing Board to the Sierra-Plumas Classified Employees' Association for 2012-2013 salary, benefits and bargaining agreement, will be held Tuesday, May 8, 2012, at 6:00 P.M.* at Loyalton Middle School, Loyalton, California.


Stanford J. Hardeman, Superintendent
April 30, 2012

*Sierra County Board of Education meeting begins at 6:00PM
Sierra-Plumas Joint Unified School District meeting begins immediately following the Sierra County Board meeting

Post/Website, District/County Office, LHS, LES, DVL Schools

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SIERRA COUNTY
OFFICE OF EDUCATION

SIERRA-PLUMAS JOINT
UNIFIED SCHOOL DISTRICT

STANFORD J. HARDEMAN
SUPERINTENDENT

**NOTICE OF PUBLIC HEARING OF THE 2012-2013
INITIAL PROPOSAL FROM THE SIERRA COUNTY SUPERINTENDENT OF SCHOOLS
AND SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT GOVERNING BOARD TO
THE SIERRA-PLUMAS ADMINISTRATIVE EMPLOYEES**

Notice is hereby given that a Public Hearing for public comment on the Initial Proposal from the Sierra County Superintendent of Schools and Sierra-Plumas Joint Unified School District Governing Board to the Sierra-Plumas Administrative Employees for 2012-2013 salary, benefits and bargaining offers, will be held Tuesday, May 8, 2012, at 6:00 P.M.* at Loyalton Middle School, Loyalton, California


Stanford J. Hardeman, Superintendent
April 30, 2012

*Sierra County Board of Education meeting begins at 6:00PM
Sierra-Plumas Joint Unified School District meeting begins immediately following the Sierra County Board meeting

Post/Website, District/County Office, LHS, LES, DVL Schools

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SIERRA COUNTY
OFFICE OF EDUCATION

SIERRA-PLUMAS JOINT
UNIFIED SCHOOL DISTRICT

STANFORD J. HARDEMAN
SUPERINTENDENT

**NOTICE OF PUBLIC HEARING ON THE INITIAL RESPONSE FROM THE SIERRA-
PLUMAS TEACHERS' ASSOCIATION TO THE SIERRA COUNTY SUPERINTENDENT
OF SCHOOLS AND SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
GOVERNING BOARD FOR 2012-2013 BARGAINING AGREEMENT**

Notice is hereby given that a Public Hearing for the purpose of receiving public comment on the Sierra-Plumas Teachers' Association initial response to the Sierra County Superintendent of Schools and the Sierra-Plumas Joint Unified School District Governing Board for 2012-2013 initial bargaining agreement proposal, will be held Tuesday, May 8, 2012, at 6:00PM*, at Loyalton Middle School, Loyalton, California.


Stanford J. Hardeman, Superintendent
April 30, 2012

*Sierra County Board of Education meeting begins at 6:00PM
Sierra-Plumas Joint Unified School District meeting begins immediately following the Sierra County Board meeting

Post/Website, District/County Office, LHS, LES, DVL Schools

P. O. BOX 157 • 305 SOUTH LINCOLN STREET • SIERRAVILLE, CA 96126 • (530) 994-1044 • FAX (530) 994-1045

SIERRA COUNTY OFFICE OF EDUCATION

RESOLUTION NO. 11-007

SET SUPERINTENDENT SALARY

WHEREAS, the County Superintendent of Schools is appointed effective July 1, 2012; and

WHEREAS, the California Constitution, Article 9, Section 3.1(b) authorizes the County Board to set the County Superintendent's salary; and

WHEREAS, pursuant to Education Code §35034 and §35035 the County Superintendent may serve as district superintendent, chief executive officer and secretary of the District Governing Board; and

WHEREAS, the County Superintendent of Schools will be serving as both County and District Superintendent; and

WHEREAS, the County Superintendent salary will be set at \$18,030.00, per annum, effective July 1, 2012; and

NOW, THEREFORE, BE IT RESOLVED that effective upon being appointed County Superintendent of Schools effective July 1, 2012, the Sierra County Superintendent of Schools shall be paid \$18,030.00 per annum for services July 1, 2012, through June 30, 2013.

PASSED AND ADOPTED by the Sierra County Board of Education on this 8th day of May, 2012, by the following votes:

AYES:
NOES:
ABSENT: NONE
ABSTAIN: NONE
VACANT: NONE

Jeff Bosworth, Clerk

EMPLOYMENT AGREEMENT
BETWEEN
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT,
SIERRA COUNTY BOARD OF EDUCATION,
And
STANFORD J. HARDEMAN

This agreement is made and entered into on July 1, ~~2008~~2012, between the Sierra-Plumas Joint Unified School District, hereinafter "District," the Sierra County Board of Education, hereinafter "County Board", and Stanford Hardeman, hereinafter "County Superintendent."

TERM

The District hereby employs the County Superintendent for a term of ~~one (1)~~two (2) years, commencing July 1, ~~2008~~2012, and ending June 30, ~~2009~~2014, subject to the terms and conditions hereinafter set forth. ~~This Agreement may be extended to June 30, 2010, provided that the County Board, District Governing Board and County Superintendent mutually agree in writing to such extension on or before the May 2009 regular Board meeting.~~

COUNTY SUPERINTENDENT'S FOR DISTRICT DUTIES

County Superintendent shall serve as chief executive officer and secretary of the District Governing Board pursuant to Education Code ~~section~~Sections 35034 and 35035. The County Superintendent shall perform the duties of District Superintendent as prescribed by the laws of the State of California and Board Policy and shall carry out the directions, responsibilities, duties and policies of the District Governing Board listed in the job description known as the Sierra-Plumas Joint Unified School District Policy No. 207.1.

SALARY

The District shall pay County Superintendent a salary of ~~One Hundred Ten Thousand (\$110,000)~~ One Hundred and Two Thousand, One Hundred Seventy Dollars and Four Cents (\$102,170.04) for the term of this Agreement, excluding employer paid benefits, i.e. Worker's Compensation, State Unemployment Insurance, OASDI, and Medicare for the term of this Agreement. Said salary shall be payable in twelve (12) equal monthly payments. When only a portion of any year or month is served, the County Superintendent's salary shall be prorated to reflect such service. The County Superintendent's daily rate shall be computed by dividing the annual salary by 225.

The District Governing Board and the County Board reserve the right to increase the annual salary of the County Superintendent, with the consent of the County Superintendent. Any adjustment in salary made during the term of this Agreement shall be in the form of an amendment to this Agreement and shall not be viewed as extending the term of this Agreement unless it so specifically states.

~~If the parties mutually agree to extend County Superintendent's contract from July 1, 2009 to June 30, 2010 pursuant to Paragraph 1 above, County Superintendent shall receive a 3% salary increase to be paid by District.~~

It is understood and agreed that during the term of County Superintendent's employment by the District pursuant to this Agreement, the County Superintendent's salary, as County Superintendent, shall be ~~reduced set~~ by the County Board to an amount of ~~one dollar (\$1.00)~~ Eighteen Thousand Thirty and no/100 Dollars (\$18,030.00). Said amount shall be in addition to County Superintendent's compensation paid by District as set forth above for a total County Superintendent salary in the amount of One Hundred Twenty, Two Hundred and 04/100 Dollars (\$120,200.04)

CREDENTIAL

It is agreed that the County Superintendent shall furnish to District throughout the life of this Agreement a valid and appropriate credential issued by the California Commission on Teacher Credentialing to act as an administrator in the District.

COUNTY BOARD BENEFITS

During the term of this Agreement, the District Board shall be required to provide to County Superintendent and the County Superintendent shall be entitled to receive from the District Board currently provided to the County Superintendent, all health and welfare and any other benefits, including and not necessarily limited to, Worker's Compensation, State Unemployment Insurance, OASDI, and Medicare.

DISTRICT WORK YEAR

County Superintendent shall work fifteen (15) percent on County Board matters and the District Superintendent shall work eighty five (85) percent on District matters for a total of 225 days per annum to equal one (1) F.T.E. ~~provide the District full-time service for 225 workdays per year.~~

The District Governing Board and the County Superintendent prior to September 1 of each year shall mutually agree upon a calendar for the service days. As an exempt employee under the Fair Labor Standards Act, he shall be ineligible for either overtime pay or compensatory time off.

DISTRICT LEAVE BENEFITS

As a District employee:

1. The County Superintendent shall be entitled to twelve (12) days of sick leave each District contract year, which may be accumulated from year to year.
2. County Superintendent shall be entitled to the holidays defined in Education Code Section 37220 and granted by the District Board for all District employees and for any other holidays declared by the District Board for all employees; however County/District Superintendent's actual workdays shall be 225.
3. County Superintendent shall not be entitled to any days of District paid vacation.

____ Except in cases of illness or personal emergency, County Superintendent shall notify the District Board President in advance of any full day's absence from the District, which is more than two (2) consecutive working

days. In cases of illness or personal emergency resulting in absence from the District for more than two consecutive working days, the County Superintendent shall inform the District Board President as soon as practicable. Except in cases of illness or emergency, absences from the District of more than four (4) consecutive working days shall be taken at a time agreeable to the Board President.

EXPENSE REIMBURSEMENT

District shall pay County Superintendent for the cost of travel and reimbursement for use of his own vehicle at the District Board approved mileage rate while in the performance of his duties as District Superintendent.

District shall reimburse the County Superintendent for all documented, reasonable, actual and necessary expenses incurred by him within the scope of his employment, in accordance with District Board Policy and administrative regulations as approved by the District Board within the budget for any expenses incurred by him within the scope of his employment and while representing the District.

~~County Board shall reimburse District twenty five percent (25%) of actual cost of superintendent's salary and benefits, due and payable 30 days from the date of the invoice.~~

MEMBERSHIP AND DUES

The District shall pay membership fees and dues for the County Superintendent for the Association of California School Administrators.

PROFESSIONAL ACTIVITIES

County Superintendent shall endeavor to maintain and improve his professional competence. District shall pay for all reasonable and necessary expenses for such activities if the District Board has approved the activities in advance and funding for them is available in the annual budget.

OUTSIDE PROFESSIONAL ACTIVITIES

County Superintendent shall devote his time, attention and energy to the business of the District except as he may reasonably be engaged in carrying out his duties as County Superintendent. However, with the prior approval of the District Governing Board, County Superintendent may serve as a consultant, lecture, engage in writing activities and speaking engagements, and engage in other activities, which are short-term duration. If County Superintendent receives pay or an honorarium for such activities, County Superintendent shall utilize non-work days for the purpose of engaging in such activities. County Superintendent may only utilize workdays for such activities with prior approval of the District Board.

EVALUATION

The District Governing Board shall annually evaluate in writing in closed session the performance of the County Superintendent in performing his duties for the District and the working relationships between the County Superintendent and the District Governing Board.

County Superintendent shall send a written reminder to the District Board of this obligation by March 1 of each year and again by April 2 of each year. This evaluation shall be completed by May 1 of each year, and if the above notification has occurred and the evaluation was not completed, County Superintendent's performance shall be deemed to be satisfactory. The evaluation shall be based on the position description and mutually agreed upon and specified goals and objectives in accordance with the procedures authorized in District policies.

CONDITIONS OF REEMPLOYMENT

The Superintendent's contract shall be extended only by District Board action subsequent to satisfactory evaluation of the Superintendent's performance and in accordance with Government Code Section 3511.2.

TERMINATION OF AGREEMENT

1. Mutual Agreement. This Agreement may be terminated by mutual consent of the District and County Superintendent, provided, however, that the party seeking termination shall provide no less than sixty (60) days written notice to the other party. A District action must be taken prior to March 15th on any calendar year.

2. Disability or Incapacity. Should the County Superintendent be unable to serve in his District position due to a physical and/or mental condition(s), upon expiration of County Superintendent's District sick leave entitlement as provided by statute and District policy plus an additional period of thirty (30) calendar days, this Agreement shall be deemed terminated. Such determination will be made upon receipt of a written evaluation by a licensed physician mutually designated and paid for by the District indicating the inability of the County Superintendent to further serve in his position of employment.

If County Superintendent is absent from his District duties for a period of thirty (30) calendar days or more, it is understood and agreed that the District Governing Board may appoint an Interim District Superintendent for the remainder of the period of County Superintendent's absence plus one week. The Interim District Superintendent shall perform all of the duties of the District's Superintendent and have all of the responsibilities of the position.

3. Death of County Superintendent. This Agreement is automatically terminated upon the death of the County Superintendent.

4. Discharge for Cause. Employment of County Superintendent pursuant to this Agreement may be terminated for cause. County Superintendent shall be given written notice of any matter allegedly constituting grounds for District termination for cause. Grounds for District termination for cause include, but are not limited to: (1) failure to substantially perform duties set forth in this Agreement; (2) the occurrence of any event which would justify revocation of a credential as set forth in Education Code Section 44420 *et seq.*; and (3) the occurrence of any event which would justify dismissal of a tenured certificated employee as set forth in Education Code Section 44932 *et. seq.* Prior to being terminated for cause from District, County Superintendent shall be afforded the protection of procedural due process, including: the right to written notice of the charges before the full District Governing Board; the right to representation by counsel at his expense; the right to present witnesses and evidence on his behalf and to cross-examine witnesses presented against him; and the right to a decision based on the matters at the hearing and stating the grounds for any action. The hearing before the District Governing Board

shall be the County Superintendent's exclusive right to any hearing regarding District employment otherwise required by law.

In the event County Superintendent's District employment is terminated for cause, no further payment shall be made to County Superintendent under this Agreement, which shall be deemed terminated.

5. Unilateral Termination. The District Governing Board may, at its option, unilaterally terminate this Agreement without cause in accordance with law and applicable contract provisions. If such a unilateral termination occurs, the County Superintendent shall be paid an amount equal to his monthly District salary multiplied by the number of months left on the unexpired term of the Agreement. If the unexpired term of the contract is more than 18 months, the maximum cash settlement shall be no greater than the Superintendent's monthly salary multiplied by 18. The cash settlement shall not include any noncash items other than health benefits, which may be continued for the unexpired term of the contract up to 18 months or until the Superintendent finds other employment, whichever occurs first. (Government Code 53260, 53261) (cf. 4117.5/4217.5/4317.5 - Termination Agreements)

However, when the termination of the Superintendent's contract is based upon the Board's belief and subsequent confirmation through an independent audit that the Superintendent has engaged in fraud, misappropriation of funds, or other illegal fiscal practices, the maximum settlement shall be as determined by an administrative law judge but no greater than the Superintendent's monthly salary multiplied by six. (Government Code 53260)

In addition, if the Superintendent is convicted of a crime involving an abuse of his/her office or position, he/she shall reimburse the district for payments he/she receives as paid leave salary pending investigation or as cash settlement upon his/her termination, and for any funds expended by the district in his/her defense against a crime involving his/her office or position. (Government Code 53243-53243.4, 53260)

~~However, if the unexpired term exceeds 12 months, the maximum cash settlement shall be an amount equal to the monthly District salary multiplied by 12. Such settlement shall not include non-cash items or any other benefits.~~

6. Non-renewal. The District Governing Board may elect not to renew this Agreement for any reason and shall provide County Superintendent with written notice of this fact no later than forty-five (45) days prior to the expiration of the Agreement. County Superintendent shall inform the District Governing Board in writing of this notice of this Agreement. Should the County Superintendent not inform the District Governing Board in writing of this notice requirement, no notice shall be required for non-renewal of this Agreement.

GENERAL PROVISION

1. Governing Law. This Agreement, and the rights and obligations of the parties, shall be governed by and construed in accordance with the laws of the State of California.

2. Entire Agreement. This Agreement contains the entire agreement and understanding between the parties. It supersedes and replaces any prior agreement between the parties. There are no oral understandings, terms or conditions, and neither party has relied upon any representation, express or implied, not contained in this Agreement.

3. Amendment. This Agreement may be amended at any time during the term of the Agreement. However, such amendment shall be in writing and is only effective with the mutual consent of the County Superintendent, County Board and the District Governing Board.

4. Severability. If any provision of this Agreement is held to be invalid or unenforceable by a court of competent jurisdiction, the remaining provisions of the Agreement shall continue in full force and effect.

5. Attorneys Fees. Should legal action be brought in regard to this Agreement, the prevailing party shall be entitled to recovery of attorney's fees.

It is understood by the Parties to this Agreement that the effect of any improvement in compensation as well as the initiation date of such compensation as provided herein is reviewable by the California State Teachers Retirement System "STRS" for purposes of determining any County Superintendent's retirement benefits. It is further understood that such determination is not a matter of determination by the Parties but is a matter solely within the discretion of STRS based on STRS statutory and regulatory standards of which the Parties are aware and with which the Parties must fully comply.

Dated: _____, 20~~12~~⁰⁸ _____
President, Sierra County Board of Education

Dated: _____, 20~~12~~⁰⁸ _____
President, Governing Board of the
Sierra-Plumas Joint Unified School District

Dated: _____, 20~~12~~⁰⁸ _____
Stanford J. Hardeman

NOTICE OF PUBLIC HEARING

Sierra County Office of Education

May 8, 2012

Loyalton Middle School, Room 4, Loyalton, CA

6:00 PM

Purpose:

A public hearing will be held for the purpose of taking testimony from the public, discussing the proposed receipt and use of the Tier III categorical funds, identifying closed programs, and approve or disapprove the proposed use of funding from the 39 programs identified in E.C.

Budget Item	Resource Code	Program Description	Available Funding	Function Code - Use of Funding	Active	Partial	Closed
6110-265-0001	6760	Arts & Music Block Grant	\$ 1,785.00	1000-2999 Instruction and Instruction-Related Services			X
6110-189-0001	7156	Instructional Materials Realignment	\$ 222.00	1000-2999 Instruction and Instruction-Related Services		X	
6110-268-0001	0000	Oral Health Assessment Program	\$ 401.00	1000-2999 Instruction and Instruction-Related Services		X	
6110-193-0001	7271/7275/ 7295	Peer Assistance & Review/ Staff Development	\$ 2,048.00	1000-2999 Instruction and Instruction-Related Services			X
6110-245-0001	7393	Professional Development Block Grant	\$ 6,453.00	1000-2999 Instruction and Instruction-Related Services			X
6110-105-0001	6350	Regional Occupational Centers and Programs	\$ 68,213.00	1000-2999 Instruction and Instruction-Related Services	X		
6110-228-0001	6405	School Safety & Violence Prevention, Gr. 8-12	\$ 26.00	8000-8999 Plant Services			X

Total Tier III Funding \$ 79,148.00

SIERRA COUNTY OFFICE OF EDUCATION
RESOLUTION NO. 11-009

TIER III CATEGORICAL FLEXIBILITY

WHEREAS as added and amended by SBX3 4, ABX4 2, and SB 70, Education Code 42605 grants districts flexibility in "Tier III" categorical programs and authorizes districts to use these funds for "any educational purpose, to the extent permitted by federal law." For the 2008-09 fiscal year to the 2014-15 fiscal year, inclusive, local educational agencies that use the flexibility provision of this section shall be deemed to be in compliance with the program and funding requirements contained in statutory, regulatory, and provisional language.

WHEREAS as a condition of receipt of the funds, the governing board is required, at a regularly scheduled open public hearing, to take testimony from the public, discuss, and approve or disapprove the proposed use of funding and to make explicit the purposes for which the funding will be used.

WHEREAS Assembly Bill (AB) 189, became effective January 1, 2012, and requires the Tier III public hearing to be held prior to and independent of a meeting at which the budget is adopted. AB 189 also requires a governing board to identify in the notice of the public hearing, any Tier III program that is proposed to be closed.

WHEREAS attached to this resolution is a list of specific programs, the estimated funding amounts, and the proposed activities for which the funds are to be expended identified by SACS function code.

THEREFORE, BE IT RESOLVED that, following a public hearing in which public testimony was taken, discussion regarding the proposed uses of the funds took place, and programs proposed to be closed were identified, the Sierra County Office of Education adopts this Resolution approving the proposed uses of the funds as shown on the attached list.

Passed and adopted at a regular meeting of the Sierra County Office of Education Board of Education on May 8, 2012, as follows:

AYES:
NOES:
ABSENT:
ABSTAIN:
VACANT: NONE

Jeff Bosworth, Clerk

Sierra County/Sierra-Plumas Joint USD

Administrative Regulation

Student Records

AR 5125

Students

Definitions

Student means any individual who is or has been in attendance at the district and regarding whom the district maintains student records. (34 CFR 99.3)

Attendance includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunication technologies for students who are not physically present in the classroom, and the period during which a person is working under a work-study program. (34 CFR 99.3)

Student records are any items of information (in handwriting, print, tape, film, computer, or other medium) gathered within or outside the district that are directly related to an identifiable student and maintained by the district, required to be maintained by an employee in the performance of his/her duties, or maintained by a party acting for the district. Any information maintained for the purpose of second-party review is considered a student record. Student records include the student's health record. (Education Code 49061, 49062; 5 CCR 430; 34 CFR 99.3)

Student records do not include: (Education Code 49061, 49062; 5 CCR 430; 34 CFR 99.3)

1. Directory information

(cf. 5125.1 - Release of Directory Information)

2. Informal notes compiled by a school officer or employee which remain in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a substitute employee

3. Records of the law enforcement unit of the district, subject to the provisions of 34 CFR 99.8

(cf. 3515 - Campus Security)

(cf. 3515.3 - District Police/Security Department)

4. Records created or received by the district after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student

5. Grades on peer-graded papers before they are collected and recorded by a teacher

Mandatory permanent student records are those records which are maintained in perpetuity and which schools have been directed to compile by state law, regulation, or administrative directive. (5 CCR 430)

Mandatory interim student records are those records which the schools are directed to compile and maintain for stipulated periods of time and are then destroyed in accordance with state law, regulation, or administrative directive. (5 CCR 430)

Permitted student records are those records having clear importance only to the current educational process of the student. (5 CCR 430)

Disclosure means to permit access to, or the release, transfer, or other communication of, personally identifiable information contained in student records to any party, except the party that provided or created the record, by any means including oral, written, or electronic. (34 CFR 99.3)

Access means a personal inspection and review of a record, an accurate copy of a record or receipt of an accurate copy of a record, an oral description or communication of a record, and a request to release a copy of any record. (Education Code 49061)

Personally identifiable information includes, but is not limited to: (34 CFR 99.3)

1. The student's name
2. The name of the student's parent/guardian or other family members
3. The address of the student or student's family
4. A personal identifier, such as the student's social security number, student number, or biometric record (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting)
5. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name
6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty
7. Information requested by a person who the district reasonably believes knows the identity of the student to whom the student record relates

Adult student is a person who is or was enrolled in school and who is at least 18 years of age. (5 CCR 430)

Parent/guardian means a natural parent, an adopted parent, legal guardian, surrogate parent, or foster parent. (Education Code 49061, 56050, 56055)

School officials and employees are officials or employees whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require that they have access to student records. School officials and employees also include contractors, consultants, volunteers, or other parties to whom the district has outsourced district functions and who perform services for which the district would otherwise use employees.

Legitimate educational interest is an interest held by school officials and employees whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require them to have access to student records.

Custodian of records is the employee responsible for the security of student records maintained by the district and for devising procedures for assuring that access to such records is limited to authorized persons. (5 CCR 433)

County placing agency means the county social service department or county probation department. (Education Code 49061)

Persons Granted Access

The following persons or agencies shall have absolute access to any and all student records in accordance with law:

1. Parents/guardians of students younger than age 18 years, including the parent who is not the student's custodial parent (Education Code 49069; Family Code 3025)
2. An adult student age 18 years or older, or a student under the age of 18 years who attends a postsecondary institution, in which case the student alone shall exercise rights related to his/her student records and grant consent for the release of records (34 CFR 99.3, 99.5)

In addition, the following persons or agencies shall have access to those particular records that are relevant to their legitimate educational interest or other legally authorized purpose:

1. Parents/guardians of a dependent child age 18 or older (Education Code 49076; 34 CFR 99.31)
2. Students who are age 16 or older or who have completed the 10th grade (Education Code 49076; 34 CFR 99.31)
3. School officials and employees, consistent with definition provided in the section "Definitions" above (Education Code 49076; 34 CFR 99.31)
4. Members of a school attendance review board (SARB) and any volunteer aide age 18 or older who has been investigated, selected, and trained by the SARB to provide follow-up

services to a referred student (Education Code 49076)

(cf. 5113.1 - Truancy and Chronic Absence)

5. Officials and employees of other public schools, school systems, or postsecondary institutions where the student intends or is directed to enroll, including local, county, or state correctional facilities where educational programs leading to high school graduation are provided, or where the student is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer (Education Code 49076; 34 CFR 99.31)

When the district discloses personally identifiable information to officials of another school, school system, or postsecondary institution where the student seeks or intends to enroll, the Superintendent or designee shall make a reasonable attempt to notify the parent/guardian or adult student at his/her last known address, provide a copy of the record that is disclosed, and give the parent/guardian or adult student an opportunity for a hearing to challenge the record. (34 CFR 99.34)

6. Federal, state, and local officials, as needed for an audit, evaluation, or compliance activity related to a state or federally funded education program and in accordance with a written agreement developed pursuant to 34 CFR 99.35 (Education Code 49076; 34 CFR 99.3, 99.31, 99.35)

7. Any person, agency, or organization authorized in compliance with a court order or lawfully issued subpoena (Education Code 49077; 5 CCR 435; 34 CFR 99.31)

Unless otherwise instructed by the court, the Superintendent or designee shall, prior to disclosing a record pursuant to a court order or subpoena, give the parent/guardian or adult student at least three days' notice of the name of the requesting agency and the specific record requested, if lawfully possible within the requirements of the judicial order. (Education Code 49077; 5 CCR 435; 34 CFR 99.31)

8. Any district attorney who is participating in or conducting a truancy mediation program or participating in the presentation of evidence in a truancy petition (Education Code 49076)

9. A prosecuting agency for consideration against a parent/guardian for failure to comply with compulsory education laws (Education Code 49076)

10. Any probation officer, district attorney, or counsel of record for a minor student for the purposes of conducting a criminal investigation or an investigation in regards to declaring the minor student a ward of the court or involving a violation of a condition of probation, subject to specified evidentiary rules (Education Code 49076)

When disclosing records for these purposes, the Superintendent or designee shall obtain written certification from the recipient of the record(s) that the information will not be disclosed to another party without prior written consent of the student's parent/guardian or the holder of the student's educational rights, unless specifically authorized by state or federal law. (Education

Code 49076)

11. Any judge or probation officer for the purpose of conducting a truancy mediation program for a student or for the purpose of presenting evidence in a truancy petition pursuant to Welfare and Institutions Code 681 (Education Code 49076)

In such cases, the judge or probation officer shall certify in writing to the Superintendent or designee that the information will be used only for truancy purposes. Upon releasing student information to a judge or probation officer, the Superintendent or designee shall inform, or provide written notification to, the student's parent/guardian within 24 hours. (Education Code 49076)

12. Any county placing agency for the purpose of preparing a health and education summary pursuant to Welfare and Institutions Code 16010 for a child placed in foster care, fulfilling educational case management responsibilities required by the juvenile court or by law, or assisting with the school transfer or enrollment of a student (Education Code 49076)

(cf. 6173.1 - Education for Foster Youth)

13. Any foster family agency with jurisdiction over currently enrolled or former students for purposes of accessing those students' records of grades and transcripts and any individualized education program developed and maintained by the district (Education Code 49069.3)

(cf. 6159 - Individualized Education Program)

14. Appropriate law enforcement authorities, in circumstances where Education Code 48902 requires that the district provide special education and disciplinary records of a student with disabilities who is suspended or expelled for committing an act violating Penal Code 245 (Education Code 48902, 49076)

When disclosing such records, the Superintendent or designee shall obtain written certification by the recipient of the record(s) as described in item #10 above. (Education Code 49076)

15. Designated peace officers, federal criminal investigators, and federal law enforcement officers whose names have been submitted in writing by their law enforcement agency in accordance with Education Code 49076.5, in cases where the district is authorized to assist law enforcement in investigations of suspected kidnapping (Education Code 49076.5)

In such cases, the Superintendent or designee shall provide information about the identity and location of the student as it relates to the transfer of that student's records to another public school district or California private school. (Education Code 49076.5)

At his/her discretion, the Superintendent or designee may release information from a student's records to the following:

1. Appropriate persons, including parents/guardians of a student, in an emergency if the health and safety of the student or other persons are at stake (Education Code 49076; 34 CFR 99.31, 99.36)
2. Accrediting associations (Education Code 49076; 34 CFR 99.31)
3. Under the conditions specified in Education Code 49076 and 34 CFR 99.31, organizations conducting studies on behalf of educational institutions or agencies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, provided that: (Education Code 49076; 34 CFR 99.31)
 - a. The study is conducted in a manner that does not permit personal identification of parents/guardians and students by individuals other than representatives of the organization who have legitimate interests in the information.
 - b. The information is destroyed when no longer needed for the purposes for which the study is conducted.
 - c. The district enters into a written agreement with the organization that includes the information specified in 34 CFR 99.31.
4. Officials and employees of private schools or school systems where the student is enrolled or intends to enroll (Education Code 49076; 34 CFR 99.31, 99.36)
5. Local health departments operating countywide or regional immunization information and reminder systems and the California Department of Public Health, in which case the Superintendent or designee shall notify the student's parent/guardian of his/her rights in accordance with law prior to releasing the information (Health and Safety Code 120440)
6. Agencies or organizations in connection with the student's application for or receipt of financial aid, provided that information permitting the personal identification of a student or his/her parents/guardians for these purposes is disclosed only as may be necessary to determine the eligibility of the student for financial aid, determine the amount of financial aid, determine the conditions which will be imposed regarding the financial aid, or enforce the terms or conditions of the financial aid (Education Code 49076; 34 CFR 99.31, 99.36)
7. County elections officials for the purpose of identifying students eligible to register to vote and offering such students an opportunity to register (Education Code 49076; 34 CFR 99.31, 99.36)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

Persons, agencies, or organizations not afforded access rights by law may be granted access only through written consent of the parent/guardian or adult student, or by judicial order. (Education Code 49075)

Only a parent/guardian having legal custody of the student may consent to the release of records to others. Either parent may grant consent if both parents notify the district, in writing, that such an agreement has been made. (Education Code 49061)

(cf. 5021 - Noncustodial Parents)

Any person, agency, or organization granted access is prohibited from releasing information to another person, agency, or organization without written permission from the parent/guardian or adult student unless specifically allowed by state law or the federal Family Educational Rights and Privacy Act. (Education Code 49076)

De-Identification of Records

When authorized by law for any program audit, educational research, or other purposes, the Superintendent or designee may release information from a student record without prior consent of the parent/guardian or adult student after the removal of all personally identifiable information. Prior to releasing such information, the Superintendent or designee shall make a reasonable determination that the student's identity is not personally identifiable, whether through single or multiple releases and taking into account other reasonably available information. (Education Code 49074, 49076; 34 CFR 99.31)

Process for Providing Access to Records

Student records shall be maintained in a central file at the school attended by the student or, when records are maintained in different locations, a notation shall be placed in the central file indicating where other records may be found. Parents/guardians shall be notified of the location of student records if not centrally located. (Education Code 49069; 5 CCR 433)

The custodian of records shall be responsible for the security of student records and shall ensure that access is limited to authorized persons. (5 CCR 433)

The custodian of records shall develop reasonable methods, including physical, technological, and administrative controls, to ensure that school officials and employees obtain access to only those student records in which they have legitimate educational interests. (34 CFR 99.31)

To inspect, review, or obtain copies of student records, authorized persons shall submit a request to the custodian of records. Prior to granting the request, the custodian of records shall authenticate the individual's identity. For any individual granted access based on a legitimate educational interest, the request shall specify the interest involved.

When prior written consent is required by law, the parent/guardian shall provide a written, signed, and dated consent before the district discloses the student record. Such consent may be given through electronic means in those cases where it can be authenticated. The district's consent form shall specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made. Upon

request by the parent/guardian, the district shall provide him/her a copy of the records disclosed. (34 CFR 99.30)

Within five business days following the date of request, a parent/guardian or other authorized person shall be granted access to inspect, review, and obtain copies of student records during regular school hours. (Education Code 49069)

Qualified certificated personnel shall be available to interpret records when requested. (Education Code 49069)

The custodian of records or the Superintendent or designee shall prevent the alteration, damage, or loss of records during inspection. (5 CCR 435)

Access Log

A log shall be maintained for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the records and the legitimate educational interest of the requester. (Education Code 49064)

In every instance of inspection by persons who do not have assigned educational responsibility, the custodian of records shall make an entry in the log indicating the record inspected, the name of the person granted access, the reason access was granted, and the time and circumstances of inspection. (5 CCR 435)

The log does not need to include record of access by: (Education Code 49064)

1. Parents/guardians or adult students
2. Students who are 16 years of age or older or who have completed the 10th grade
3. Parties obtaining district-approved directory information

(cf. 5125.1 - Release of Directory Information)

4. Parties who provide written parental consent, in which case the consent notice shall be filed with the record pursuant to Education Code 49075
5. School officials and employees who have a legitimate educational interest

The log shall be accessible only to the parent/guardian, adult student, dependent adult student, student who is age 16 years or older or who has completed the 10th grade, custodian of records, and certain state or federal officials. (Education Code 49064; 5 CCR 432)

Duplication of Student Records

To provide copies of any student record, the district shall charge a reasonable fee not to exceed

the actual cost of providing the copies. No charge shall be made for providing up to two transcripts or up to two verifications of various records for any former student. No charge shall be made to locate or retrieve any student record. (Education Code 49065)

Changes to Student Records

No additions except routine updating shall be made to a student's record after high school graduation or permanent departure without prior consent of the parent/guardian or adult student. (5 CCR 437)

Only a parent/guardian having legal custody of the student or an adult student may challenge the content of a record or offer a written response to a record. (Education Code 49061)

(cf. 5125.3 - Challenging Student Records)

Retention and Destruction of Student Records

All anecdotal information and assessment reports maintained as student records shall be dated and signed by the individual who originated the data. (5 CCR 431)

The following mandatory permanent student records shall be kept indefinitely: (5 CCR 432, 437)

1. Legal name of student
2. Date and place of birth and method of verifying birth date

(cf. 5111 - Admission)

3. Sex of student
4. Name and address of parent/guardian of minor student
 - a. Address of minor student if different from the above
 - b. Annual verification of parent/guardian's name and address and student's residence

(cf. 5111.1 - District Residency)

(cf. 5111.12 - Residency Based on Parent/Guardian Employment)

5. Entrance and departure dates of each school year and for any summer session or other extra session
6. Subjects taken during each year, half-year, summer session, or quarter, and marks or credits given

(cf. 5121 - Grades/Evaluation of Student Achievement)

7. Verification of or exemption from required immunizations

(cf. 5141.31 - Immunizations)

8. Date of high school graduation or equivalent

Mandatory interim student records, unless forwarded to another district, shall be maintained subject to destruction during the third school year following a determination that their usefulness has ceased or the student has left the district. These records include: (Education Code 48918, 51747; 5 CCR 432, 437, 16027)

1. Expulsion orders and the causes therefor

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

2. A log identifying persons or agencies who request or receive information from the student record

3. Health information, including verification or waiver of the health screening for school entry

(cf. 5141.32 - Health Screening for School Entry)

4. Information on participation in special education programs, including required tests, case studies, authorizations, and evidence of eligibility for admission or discharge

(cf. 6159 - Individualized Education Program)

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

5. Language training records

(cf. 6174 - Education for English Language Learners)

6. Progress slips/notices required by Education Code 49066 and 49067

7. Parental restrictions/stipulations regarding access to directory information

8. Parent/guardian or adult student rejoinders to challenged records and to disciplinary action

9. Parent/guardian authorization or denial of student participation in specific programs

10. Results of standardized tests administered within the past three years

(cf. 6162.51 - Standardized Testing and Reporting Program)
(cf. 6162.52 - High School Exit Examination)

11. Written findings resulting from an evaluation conducted after a specified number of missed assignments to determine whether it is in a student's best interest to remain in independent study

(cf. 6158 - Independent Study)

Permitted student records may be destroyed six months after the student completes or withdraws from the educational program, including: (5 CCR 432, 437)

1. Objective counselor and/or teacher ratings
2. Standardized test results older than three years
3. Routine disciplinary data

(cf. 5144 - Discipline)

4. Verified reports of relevant behavioral patterns
5. All disciplinary notices
6. Supplementary attendance records

Records shall be destroyed in a way that assures they will not be available to possible public inspection in the process of destruction. (5 CCR 437)

Transfer of Student Records

If a student transfers into this district from any other school district or a private school, the Superintendent or designee shall inform the student's parent/guardian of his/her rights regarding student records, including the right to review, challenge, and receive a copy of student records. (Education Code 49068; 5 CCR 438)

When a student transfers into this district from another district, the Superintendent or designee shall request that the student's previous district provide any records, either maintained by that district in the ordinary course of business or received from a law enforcement agency, regarding acts committed by the transferring student that resulted in his/her suspension or expulsion. (Education Code 48201)

(cf. 4158/4258/4358 - Employee Security)
(cf. 5119 - Students Expelled From Other Districts)

When a student transfers from this district to another school district or to a private school, the Superintendent or designee shall forward a copy of the student's mandatory permanent record as requested by the other district or private school. The original record or a copy shall be retained permanently by this district. If the transfer is to another California public school, the student's entire mandatory interim record shall also be forwarded. If the transfer is out of state or to a private school, the mandatory interim record may be forwarded. Permitted student records may be forwarded to any other district or private school. (Education Code 48918; 5 CCR 438)

Upon receiving a request from a county placing agency to transfer a student in foster care out of a district school, the Superintendent or designee shall transfer the student's records to the next educational placement within two business days. (Education Code 49069.5)

All student records shall be updated before they are transferred. (5 CCR 438)

Student records shall not be withheld from the requesting district because of any charges or fees owed by the student or parent/guardian. (5 CCR 438)

If the district is withholding grades, diploma, or transcripts from the student because of his/her damage or loss of school property, this information shall be sent to the requesting district along with the student's records.

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

Notification of Parents/Guardians

Upon any student's initial enrollment, and at the beginning of each school year thereafter, the Superintendent or designee shall notify parents/guardians and eligible students, in writing, of their rights related to student records. Insofar as practicable, the district shall provide these notices in the student's home language and shall effectively notify parents/guardians or eligible students with disabilities. (Education Code 49063; 34 CFR 99.7)

(cf. 5145.6 - Parental Notifications)

The notice shall include: (Education Code 49063; 34 CFR 99.7, 99.34)

1. The types of student records kept by the district and the information contained therein
2. The title(s) of the official(s) responsible for maintaining each type of record
3. The location of the log identifying those who request information from the records
4. District criteria for defining school officials and employees and for determining legitimate educational interest
5. District policies for reviewing and expunging student records

6. The right to inspect and review student records and the procedures for doing so
7. The right to challenge and the procedures for challenging the content of a student record that the parent/guardian or student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights

(cf. 5125.3 - Challenging Student Records)

8. The cost, if any, charged for duplicating copies of records
9. The categories of information defined as directory information pursuant to Education Code 49073
10. The right to consent to disclosures of personally identifiable information contained in the student's records except when disclosure without consent is authorized by law
11. Availability of the curriculum prospectus developed pursuant to Education Code 49091.14 containing the titles, descriptions, and instructional aims of every course offered by the school

(cf. 5020 - Parent Rights and Responsibilities)

12. Any other rights and requirements set forth in Education Code 49060-49078, and the right of parents/guardians to file a complaint with the U.S. Department of Education concerning an alleged failure by the district to comply with 20 USC 1232g
13. A statement that the district forwards education records to other agencies or institutions that request the records and in which the student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment

Regulation

approved: April 10, 2007

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SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
Sierraville, California

Sierra County/Sierra-Plumas Joint USD

Administrative Regulation

Administering Medication And Monitoring Health Conditions

AR 5141.21

Students

Definitions

Authorized health care provider means an individual who is licensed by the State of California to prescribe or order medication, including, but not limited to, a physician or physician assistant. (Education Code 49423; 5 CCR 601)

Other designated school personnel may include any individual employed by the district who has consented to administer the medication or otherwise assist the student and who may legally administer the medication to the student or assist the student in the administration of the medication. (5 CCR 601)

Medication may include not only a substance dispensed in the United States by prescription, but also a substance that does not require a prescription, such as over-the-counter remedies, nutritional supplements, and herbal remedies. (5 CCR 601)

Emergency medical assistance for a student suffering an epileptic seizure means the administration of an emergency antiseizure medication such as diazepam rectal gel and other emergency medications approved by the federal Food and Drug Administration for patients suffering from epileptic seizures. (Education Code 49414.7)

Notifications to Parents/Guardians

At the beginning of each school year, the Superintendent or designee shall notify parents/guardians of the options available to students who need to take prescribed medication during the school day and the rights and responsibilities of parents/guardians regarding those options. (Education Code 49480)

(cf. 5145.6 - Parental Notifications)

In addition, the Superintendent or designee shall inform the parents/guardians of any student on a continuing medication regimen for a nonepisodic condition of the following requirements: (Education Code 49480)

1. The parent/guardian is required to inform the school nurse or other designated employee of the medication being taken, the current dosage, and the name of the supervising physician.
2. With the parent/guardian's consent, the school nurse or other designated employee may communicate with the student's physician regarding the medication and its effects and may

counsel school personnel regarding the possible effects of the medication on the student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

Parent/Guardian Responsibilities

The responsibilities of the parent/guardian of any student who may need medication during the school day shall include, but are not limited to:

1. Each year, providing required parent/guardian and authorized health care provider written statements as described in the sections "Parent/Guardian Statement" and "Health Care Provider Statement" below. In addition, the parent/guardian shall provide a new authorized health care provider's statement if the medication, dosage, frequency of administration, or reason for administration changes. (Education Code 49414.5, 49414.7, 49423, 49423.1; 5 CCR 600)
2. If the student is on a continuing medication regimen for a nonepisodic condition, informing the school nurse or other designated certificated employee of the medication being taken, the current dosage, and the name of the supervising physician. (Education Code 49480)
3. If the student suffers from epilepsy, notifying the principal or designee whenever the student has had an emergency antiseizure medication administered to him/her within four hours before a school day. (Education Code 49414.7)
4. Providing medications in properly labeled, original containers along with the authorized health care provider's instructions. For prescribed or ordered medication, the container also shall bear the name and telephone number of the pharmacy, the student's identification, and the name and phone number of the authorized health care provider.

Parent/Guardian Statement

When district employees are to administer medication to a student, the parent/guardian's written statement shall:

1. Identify the student
2. Grant permission for an authorized district representative to communicate directly with the student's authorized health care provider and pharmacist, as may be necessary, regarding the authorized health care provider's written statement or any other questions that may arise with regard to the medication
3. Contain an acknowledgment that the parent/guardian understands how district employees will administer or otherwise assist the student in the administration of medication
4. Contain an acknowledgment that the parent/guardian understands his/her responsibilities to enable district employees to administer or otherwise assist the student in the administration of medication including, but not limited to, the parent/guardian's responsibility to provide a written

statement from the authorized health care provider, to ensure that the medication is delivered to the school in a proper container by an individual legally authorized to be in possession of the medication, and to provide all necessary supplies and equipment

5. Contain an acknowledgment that the parent/guardian may terminate consent for such administration at any time

In addition to the requirements in items #1-5 above, if a parent/guardian has requested that his/her child be allowed to carry and self-administer prescription auto-injectable epinephrine or prescription inhaled asthma medication, the parent/guardian's written statement shall: (Education Code 49423, 49423.1)

1. Consent to the self-administration
2. Release the district and school personnel from civil liability if the student suffers an adverse reaction as a result of self-administering the medication

In addition to the requirements in items #1-5 above, if a parent/guardian wishes to designate an individual who is not an employee of the district to administer medication to his/her child, the parent/guardian's written statement shall clearly identify the individual and shall state:

1. The individual's willingness to accept the designation
2. That the individual is permitted to be on the school site
3. Any limitations on the individual's authority

Health Care Provider Statement

When district employees are to administer medication to a student or when a student is to be allowed to carry and self-administer prescription diabetes medication, auto-injectable epinephrine, or prescription inhaled asthma medication during school hours, the authorized health care provider's written statement shall include:

1. Clear identification of the student (Education Code 49414.7, 49423, 49423.1; 5 CCR 602)
2. The name of the medication (Education Code 49414.7, 49423, 49423.1; 5 CCR 602)
3. The method, amount, and time schedules by which the medication is to be taken (Education Code 49414.7, 49423, 49423.1; 5 CCR 602)
4. If a parent/guardian has requested that his/her child be allowed to self-administer medication, confirmation that the student is able to self-administer the medication (Education Code 49423, 49423.1; 5 CCR 602)

(cf. 5141.23 - Asthma Management)
(cf. 5141.27 - Food Allergies/Special Dietary Needs)

5. For medication that is to be administered on an as-needed basis, the specific symptoms that would necessitate administration of the medication, allowable frequency for administration, and indications for referral for medical evaluation
6. Possible side effects of the medication
7. Name, address, telephone number, and signature of the student's authorized health care provider

When authorizing a district employee to administer emergency antiseizure medication to a student, the authorized health care provider's written statement shall also include the following: (Education Code 49414.7)

1. Detailed seizure symptoms, including frequency, type, or length of seizures that identify when the administration of the medication becomes necessary
2. A protocol for observing the student after a seizure, including, but not limited to, whether he/she should rest in the school office or return to his/her class, the length of time for direct observation, and a requirement to contact the school nurse and the student's parent/guardian to continue the observation plan

District Responsibilities

The school nurse or other designated school personnel shall:

1. Administer or assist in administering medications in accordance with the authorized health care provider's written statement
2. Accept delivery of medications from parents/guardians and count and record them upon receipt
3. Maintain a list of students needing medication during the school day, including those authorized to self-administer medications, and note on the list the type of medication and the times and dosage to be administered
4. Maintain a medication log which may:
 - a. Specify the student's name, medication, dose, method of administration, time of administration during the regular school day, date(s) on which the student is required to take the medication, and the authorized health care provider's name and contact information
 - b. Contain space for daily recording of the date, time, and amount of medication administered, and the signature of the individual administering the medication

5. Maintain a medication record which may include the authorized health care provider's written statement, the parent/guardian's written statement, the medication log, and any other written documentation related to the administration of medication to the student
6. Ensure that student confidentiality is appropriately maintained
(cf. 5125 - Student Records)
7. Coordinate the administration of medication during field trips and after-school activities
(cf. 5148.2 - Before/After School Programs)
(cf. 6145.2 - Athletic Competition)
(cf. 6153 - School-Sponsored Trips)
8. Report to the parent/guardian and the site administrator any refusal by the student to take his/her medication
9. Keep all medication to be administered by the district in a locked drawer or cabinet
10. As needed, communicate with the authorized health care provider and pharmacist regarding the medication and its effects
11. Counsel other designated school personnel regarding the possible effects of the medication on the student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose
12. Ensure that unused, discontinued, or outdated medication is returned to the student's parent/guardian at the end of the school year or, if the medication cannot be returned, dispose of it in accordance with state laws and local ordinances
13. Provide immediate medical assistance, if needed, and report to the site administrator and parent/guardian instances when the medication is not administered properly, including administration of the wrong medication or failure to administer the medication in accordance with authorized health care provider's written statement

Upon receiving such notification, the site administrator may notify the student's authorized health care provider and shall document the error in the medication log.

Additional Requirements for Management of Epileptic Seizures

In addition to other applicable provisions in preceding sections, the Superintendent or designee shall make arrangements for assisting students with epilepsy who may suffer a seizure at school. Such arrangements shall include the following: (Education Code 49414.7)

1. The notification of any parent/guardian who requests that a nonmedical district employee be trained to provide emergency medical assistance to his/her child that the child may qualify for

services or accommodations under a Section 504 plan or an individualized education program (IEP).

The Superintendent or designee shall assist the parent/guardian to explore that option and shall encourage him/her to adopt the option if the student is determined to be eligible for such service or accommodation.

(cf. 6159 - Individualized Education Program)

(cf. 6164.6 - Identification and Education Under Section 504)

2. The creation of an individualized health plan, seizure action plan, or other appropriate health plan designed to acknowledge and prepare for the child's health care needs in school, if a parent/guardian refuses to have his/her child assessed for services or accommodations under the Section 504 plan or an IEP.

3. The distribution of an electronic notice to school staff, no more than twice per school year, for each student whose parent/guardian has requested provision of emergency medical assistance pursuant to Education Code 49414.7. The notice shall be in bold print and, in accordance with Education Code 49414.7, shall contain a description of the volunteer request, the training that the volunteer will receive, the voluntary nature of the program, and the timelines for the volunteer to rescind his/her offer.

If no employee volunteers to administer emergency antiseizure medication to a student, the Superintendent or designee shall renotify the student's parent/guardian of the option to be assessed for services and accommodations under Section 504 and the federal Individuals with Disabilities Education Act.

4. An assurance that any employee who volunteers to administer an emergency antiseizure medication receives training from a licensed health care professional before administering such medication. When a trained employee has not administered an emergency antiseizure medication to a student within two years after completing the training, he/she shall attend a new training program to retain the ability to administer an emergency antiseizure medication.

5. An assurance that any training provided for district employees who volunteer to administer emergency antiseizure medications to students includes, but is not limited to:

a. Recognition and treatment of different types of seizures

b. Administration of an emergency antiseizure medication

c. Basic emergency follow-up procedures, including, but not limited to, a requirement for the principal or designee to call the emergency 911 telephone number and to contact the student's parent/guardian, but not necessarily to transport the student to an emergency room

d. Techniques and procedures to ensure student privacy

(cf. 5022 - Student and Family Privacy Rights)

6. A process for notifying the credentialed school nurse, or the Superintendent or designee as applicable, whenever an employee administers an emergency antiseizure medication to a student at a school site.

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SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
Sierraville, California

Sierra County/Sierra-Plumas Joint USD

Administrative Regulation

Courses Of Study

AR 6143

Instruction

Grades 1-6

Courses of study for grades 1-6 shall include the following:

(cf. 6146.5 - Elementary/Middle School Graduation Requirements)

1. English: knowledge and appreciation of language and literature, and the skills of speaking, reading, listening, spelling, handwriting, and composition (Education Code 51210)

(cf. 6142.91 - Reading/Language Arts Instruction)

2. Mathematics: concepts, operational skills, and problem solving (Education Code 51210)

(cf. 6142.92 - Mathematics Instruction)

3. Social sciences: age-appropriate instruction drawing upon the disciplines of anthropology, economics, geography, history, political science, psychology, and sociology, including instruction in: (Education Code 51210)

a. The history, resources, development, and government of California and the United States

Instruction shall include the early history of California and a study of the role and contributions of both men and women, Native Americans, African Americans, Mexican Americans, Asian Americans, Pacific Islanders, European Americans, lesbian, gay, bisexual, and transgender Americans, persons with disabilities, and members of other ethnic and cultural groups to the economic, political, and social development of California and the United States, with particular emphasis on portraying the role of these groups in contemporary society. (Education Code 51204.5, 60040)

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

(cf. 6142.3 - Civic Education)

(cf. 6142.94 - History-Social Science Instruction)

b. The development of the American economic system, including the role of the entrepreneur and labor

c. The relations of persons to their human and natural environments

- d. Eastern and western cultures and civilizations
- e. Contemporary issues
- f. The wise use of natural resources

(cf. 6142.5 - Environmental Education)

4. Science: biological and physical aspects, with emphasis on experimental inquiry and the place of humans in ecological systems (Education Code 51210)

(cf. 6142.93 - Science Instruction)

5. Visual and performing arts: instruction in dance, music, theatre, and visual arts aimed at developing aesthetic appreciation and creative expression (Education Code 51210)

(cf. 6142.6 - Visual and Performing Arts Education)

6. Health: principles and practices of individual, family, and community health, including instruction at the appropriate grade levels and subject areas in: (Education Code 51202, 51210)

a. Personal and public safety and accident prevention, including instruction in emergency first aid, hemorrhage control, treatment for poisoning, resuscitation techniques, and cardiopulmonary resuscitation when appropriate equipment is available

(cf. 6142.8 - Comprehensive Health Education)

b. Fire prevention

c. The protection and conservation of resources, including the necessity for the protection of the environment

d. Venereal disease

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

e. The effects of alcohol, narcotics, drugs, and tobacco upon the human body

(cf. 5131.6 - Alcohol and Other Drugs)

f. Violence as a public health issue

7. Physical education, with emphasis on physical activities conducive to health and vigor of body and mind (Education Code 51210)

(cf. 6142.7 - Physical Education and Activity)

8. Career awareness exploration

(cf. 6178 - Career Technical Education)

Grades 7-12

Courses of study for grades 7-12 shall include the following:

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.5 - Elementary/Middle School Graduation Requirements)

(cf. 6162.52 - High School Exit Examination)

1. English: knowledge and appreciation of literature, language, and composition, and the skills of reading, listening, and speaking (Education Code 51220)

(cf. 6142.91 - Reading/Language Arts Instruction)

2. Social sciences: age-appropriate instruction drawing upon the disciplines of anthropology, economics, geography, history, political science, psychology, and sociology, with instruction in: (Education Code 51220)

a. The history, resources, development, and government of California and the United States, including instruction in:

(1) The early history of California and a study of the role and contributions of both men and women, Native Americans, African Americans, Mexican Americans, Asian Americans, Pacific Islanders, European Americans, lesbian, gay, bisexual, and transgender Americans, persons with disabilities, and members of other ethnic and cultural groups to the economic, political, and social development of California and the United States, with particular emphasis on portraying the role of these groups in contemporary society (Education Code 51204.5)

(2) World War II and the role of Americans and Filipinos in that war

(3) The Vietnam War, including the "Secret War" in Laos and role of Southeast Asians in that war

b. The American legal system, the operation of the juvenile and adult criminal justice systems, and the rights and duties of citizens under the criminal and civil law and the state and federal constitutions

This course may include participation in a teen court or peer court program. (Education Code 51220.2)

(cf. 5138 - Conflict Resolution/Peer Mediation)

c. The development of the American economic system, including the role of the

entrepreneur and labor

d. The relations of persons to their human and natural environments, including the wise use of natural resources (Education Code 51221)

(cf. 6142.5 - Environmental Education)

e. Eastern and western cultures and civilizations

f. Human rights issues, with particular attention to the study of the inhumanity of genocide, slavery, and the Holocaust

g. Contemporary issues

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

(cf. 6142.3 - Civic Education)

(cf. 6142.94 - History-Social Science Instruction)

3. Foreign language(s): understanding, speaking, reading, and writing, beginning not later than grade 7 (Education Code 51220)

(cf. 6142.2 - World/Foreign Language Instruction)

4. Physical education: with emphasis on physical activities conducive to health and vigor of body and mind, as required by Education Code 51222 (Education Code 51220)

(cf. 6142.7 - Physical Education and Activity)

5. Science: physical and biological aspects; emphasis on basic concepts, theories, and processes of scientific investigation and on the place of humans in ecological systems; appropriate applications of the interrelation and interdependence of the sciences (Education Code 51220)

(cf. 6142.93 - Science Instruction)

6. Mathematics: mathematical understandings, operational skills, and problem-solving procedures; algebra (Education Code 51220, 51224.5)

(cf. 6142.92 - Mathematics Instruction)

7. Visual and performing arts: dance, music, theatre, and visual arts, with emphasis upon development of aesthetic appreciation and creative expression (Education Code 51220)

(cf. 6142.6 - Visual and Performing Arts Education)

8. Applied arts: consumer and homemaking education, industrial arts, general business

education, or general agriculture (Education Code 51220)

9. Career technical/vocational-technical education: in the occupations and in the numbers appropriate to the personnel needs of the state and community served and relevant to the career desires and needs of students (Education Code 51220)

(cf. 6178 - Career Technical Education)

10. HIV/AIDS prevention (Education Code 51934)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

11. Personal and public safety, accident prevention and health, including instruction in: (Education Code 51202, 51203)

a. Emergency first aid, hemorrhage control, treatment for poisoning, resuscitation techniques, and cardiopulmonary resuscitation when appropriate equipment is available

b. Fire prevention

c. The protection and conservation of resources, including the necessity for the protection of the environment

d. Venereal disease

e. The effects of alcohol, narcotics, drugs, and tobacco upon the human body and upon prenatal development

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 6142.8 - Comprehensive Health Education)

f. Prenatal care

g. Violence as a public health issue

In addition, the course of study for grade 7 and/or 8 may include parenting skills and education that address at least all of the following: (Education Code 51220.5)

1. Child growth and development

2. Parental responsibilities

3. Household budgeting

4. Child abuse and neglect issues

5. Personal hygiene
6. Maintenance of healthy relationships
7. Teen parenting issues
8. Self-esteem

(cf. 5146 - Married/Pregnant/Parenting Students)

High schools shall offer automobile driver education that includes instruction in: (Education Code 51220, 51220.1, 51220.4)

1. Vehicle Code provisions and other relevant state laws
2. Proper acceptance of personal responsibility in traffic
3. Appreciation of the causes, seriousness, and consequences of traffic accidents
4. Knowledge and attitudes necessary for the safe operation of motor vehicles
5. The safe operation of motorcycles
6. The dangers involved in consuming alcohol or drugs in connection with the operation of a motor vehicle
7. The rights and duties of a motorist pertaining to pedestrians and the rights and duties of pedestrians pertaining to traffic laws and traffic safety

Certification of College Preparatory Courses

The Superintendent or designee shall identify courses in history-social science, English, mathematics, laboratory science, languages other than English, visual and performing arts, career technical education, and college preparatory electives that may qualify for designation as "a-g" college preparatory courses. He/she shall submit course information to the University of California (UC) including, but not necessarily limited to, the course title, subject area, grade level(s), unit value, a brief course description, prerequisites and co-requisites, texts and supplemental instructional materials used in the course, whether the school is seeking designation of the course as an honors course, and whether the course is classified as a career technical education or regional occupational program course. He/she also shall electronically submit updates to UC whenever course content changes or a course will not be offered in a particular year.

Notification to Students in Grades 9-12

At the beginning of each school year, the Superintendent or designee shall provide written notice

to parents/guardians of students in grades 9-12 that, to the extent possible, shall not exceed one page in length and that includes all of the following: (Education Code 51229)

1. A brief explanation of the course requirements for admission to UC and the California State University (CSU)
2. A list of the current UC and CSU web sites that help students and their families learn about college admission requirements and that list high school courses that have been certified by UC as satisfying the requirements for admission to UC and CSU
3. A brief description of what career technical education is, as defined by the California Department of Education (CDE)
4. The Internet address for the portion of the CDE web site where students can learn more about career technical education
5. Information about how students may meet with school counselors to help them choose courses that will meet college admission requirements and/or enroll in career technical education courses

(cf. 5145.6 - Parental Notifications)
(cf. 6164.2 - Guidance/Counseling Services)

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SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
Sierraville, California

Sierra County/Sierra-Plumas Joint USD

Administrative Regulation

High School Graduation Requirements

AR 6146.1

Instruction

Notifications

Requirements for graduation and specified alternative means for completing the prescribed course of study shall be made available to students, parents/guardians, and the public. (Education Code 51225.3)

(cf. 6146.11 - Alternative Credits Toward Graduation)

(cf. 6145.6 - International Exchange)

(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)

In the annual notification sent to parents/guardians pursuant to Education Code 48980, the Superintendent or designee shall include the following: (Education Code 48980)

1. Information about district high school graduation requirements and how each requirement satisfies or does not satisfy the subject matter requirements for admission to the California State University and the University of California

2. A complete list of career technical education courses offered by the district that satisfy the subject matter requirements for admission to the California State University and the University of California, and which of the specific college admission requirements these courses satisfy

(cf. 5145.6 - Parental Notifications)

(cf. 6143 - Courses of Study)

(cf. 6178 - Career Technical Education)

(cf. 6178.2 - Regional Occupational Center/Program)

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SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
Sierraville, California

Sierra County/Sierra-Plumas Joint USD

Administrative Regulation

Standardized Testing And Reporting Program

AR 6162.51

Instruction

The district shall administer the following assessments in the Standardized Testing and Reporting (STAR) program:

1. The California Standards Tests (CSTs) in English language arts, mathematics, science, and history-social science to students in grades 2-11 (Education Code 60640)

(cf. 6142.91 - Reading/Language Arts Instruction)

(cf. 6142.92 - Mathematics Instruction)

(cf. 6142.93 - Science Instruction)

(cf. 6142.94 - History-Social Science Instruction)

In addition, students in grade 11 may voluntarily take an augmented CST as part of the Early Assessment Program to determine their readiness for college-level work in English and/or mathematics. (Education Code 60641, 99300-99301)

2. The Standards-Based Test in Spanish (STS) to Spanish-speaking English learners in grades 2-11 who either: (Education Code 60640)

a. Receive instruction in Spanish, regardless of how long they have been in the United States

b. Have been enrolled in a California public school for less than 12 months

(cf. 6174 - Education for English Language Learners)

This test shall be required in addition to the CST administered in English. (Education Code 60640)

Following the first year of enrollment in a California public school, Spanish-speaking English learners in grades 2-11 shall continue to take the STS in addition to the CST in English if the Superintendent or designee determines that such test results would provide useful information about students' performance.

3. The California Alternate Performance Assessment (CAPA) for students in grades 2-11 with severe cognitive disabilities who are unable to take the CSTs even with accommodations or modifications, or the California Modified Assessment (CMA) for students in grades 3-11 who are not severely cognitively disabled, when determined appropriate by the student's individualized education program (IEP) team (Education Code 56345, 60640; 5 CCR 850; 34

CFR 200.1)

A student with disabilities may be assessed using the CAPA in all subject areas, CMA in all subject areas, or a combination of CSTs and CMA in the subject areas being assessed, but shall not be allowed to take both the CAPA and CMA. Eligibility to take the CMA shall be based on the criteria specified in 5 CCR 850. The Superintendent or designee shall inform the parents/guardians of students selected to be assessed with the CMA that their child's achievement will be measured based on modified achievement standards. (5 CCR 850)

Any special education student who is an English learner may be tested with the STS in accordance with item #2 above, unless the IEP specifically exempts him/her from such testing. (Education Code 56345)

(cf. 6159 - Individualized Education Program)
(cf. 6164.6 - Identification and Education Under Section 504)

The Superintendent or designee shall make arrangements as necessary to test all eligible students in alternative education programs or programs conducted off campus. (5 CCR 851)

(cf. 6158 - Independent Study)
(cf. 6181 - Alternative Schools/Programs of Choice)
(cf. 6183 - Home and Hospital Instruction)
(cf. 6184 - Continuation Education)
(cf. 6185 - Community Day School)

Testing Period

The STAR tests, with the exception of the writing portion of the English language arts tests, shall be administered to students during a testing window of 25 instructional days that includes 12 instructional days before and after completion of 85 percent of the instructional days of the school, track, or program. (Education Code 60640; 5 CCR 855)

The Superintendent or designee shall arrange for at least two make-up days for the testing of students who were absent during the testing period. All make-up testing shall occur within five instructional days of the last date that the district administered the tests, but not later than the 25-day testing window. (Education Code 60640; 5 CCR 855)

The writing portion of the English language arts tests shall be administered only on the testing day(s) and make-up day(s) specified annually by the Superintendent of Public Instruction. (Education Code 60640; 5 CCR 855)

Exemptions

A parent/guardian may submit to the school a written request to excuse his/her child from any or all parts of any test. District employees may discuss the STAR program with parents/guardians and may inform them of the availability of exemptions under Education Code 60615. However,

the district and its employees shall not solicit or encourage any written exemption request on behalf of any student or group of students. (5 CCR 852)

If a parent/guardian submits an exemption request after testing has begun, any test(s) completed before the request is submitted shall be scored and the results reported to the parent/guardian and included in the student's records. (5 CCR 852)

Testing Variations

Assessments shall be administered in accordance with the manuals or other instructions provided by the test contractor, unless a testing variation, accommodation, or modification is specifically allowed pursuant to 5 CCR 853.5. (5 CCR 853, 853.5)

All students may be provided with the following variations: (5 CCR 853.5)

1. Simplified or clarified test directions
2. Allowance to write in test booklets (e.g., underlining, highlighting, working math problems), provided that in grades 2-3 any marks other than those in response circles must be erased or responses must be transcribed into new test booklet(s) to ensure that the tests can be scored
3. Testing in a small group setting
4. As much time as needed within a single sitting to complete a test or test part

In addition, all students shall be provided with the following testing variations if such variations are regularly used in the classroom: (5 CCR 853.5)

1. Special adaptive furniture
2. Special lighting, special acoustics, noise-canceling devices, visual magnifying equipment, or audio amplification equipment
3. An individual carrel or study enclosure
4. Individual testing in a separate testing room provided that a district employee who has signed the test security affidavit directly supervises the student
5. Colored overlay, masks, or other means to maintain visual attention to the test or test questions
6. Manually Coded English or American Sign Language to communicate directions for test administration

Identified English learners shall be permitted the following testing variations if such variations

are regularly used in the classroom or for assessment: (5 CCR 853.5)

1. Testing in a separate room with other English learners provided that a district employee who has signed the test security affidavit directly supervises the student.
2. Additional supervised breaks following each section within a test part provided that the test section is completed within a testing day. A test section is identified by a "STOP" at the end of it.
3. Translation of the test directions printed in the test administration manual into the student's primary language, and the opportunity to ask clarifying questions about any test directions presented orally in the student's primary language.
4. Access to translation glossaries/word lists for the CSTs in mathematics, science, and history-social science (English to primary language). The translation glossaries/word lists are to include only the English words or phrases with the corresponding primary language words or phrases. The glossaries/word lists shall not include definitions, parts of speech, or formulas.

Students with disabilities shall be permitted to take the assessments with any of the testing variations listed in 5 CCR 853.5, provided the variations are specified in their IEP or Section 504 plan. These variations may include, but are not limited to, accommodations in the presentation or setting of the test administration or in how a student is allowed to respond, and/or modifications in accordance with 5 CCR 853.5. (5 CCR 850, 853, 853.5)

Staff Responsibilities

Each year the Superintendent or designee shall designate a district coordinator who shall serve as the district representative and liaison with the California Department of Education (CDE) for all matters relating to the STAR program. The Superintendent or designee also shall designate a coordinator for each test site. (5 CCR 857-858)

In addition to the duties specified in 5 CCR 857, the district coordinator shall establish guidelines to help ensure that the test contractor is provided complete student information, as specified in 5 CCR 861 and 870, for purposes of the Academic Performance Index.

(cf. 3553 - Free and Reduced Price Meals)

After receiving summary reports and files from the test contractor, the district coordinator shall review the files and reports for completeness and accuracy and shall notify the test contractor and the CDE of any errors, discrepancies, or incomplete information. (5 CCR 857)

The Superintendent or designee also shall appoint test examiner(s) to administer the assessments. A test examiner shall be an employee or contractor of the district or, for the CAPA, shall be a certificated or licensed school, district, or county staff member. (5 CCR 850)

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

As appropriate, the Superintendent or designee shall assign a specially trained district employee to serve as a test proctor to assist the test examiner; a specially trained district employee, or other person supervised by a district employee, to serve as a translator to translate the test directions into a student's primary language; and a district employee to serve as a scribe to transcribe a student's responses to the format required by the test. A student's parent/guardian shall not be eligible to be that student's translator or scribe. (5 CCR 850)

Test coordinators, examiners, proctors, translators, and scribes shall sign a test security agreement or affidavit. (5 CCR 850, 857-859)

Report of Test Results

Within 20 working days of receiving any student test report from the test contractor, the Superintendent or designee shall forward the student report to the student's parents/guardians. If these reports are received after the last day of instruction in the school year, each student's results shall be mailed to his/her parents/guardians. (Education Code 60641; 5 CCR 863)

(cf. 5145.6 - Parental Notifications)

The report shall include a clear explanation of the purpose of the test, the student's score, and its intended use by the district. (Education Code 60641)

An individual student's scores shall also be reported to his/her school and teacher(s) and shall be included in his/her student record. (Education Code 60641)

(cf. 5125 - Student Records)

With parent/guardian consent, the Superintendent or designee may release a student's test results to a postsecondary educational institution for the purposes of credit, placement, determination of readiness for college-level coursework, or admission. (Education Code 60641)

The Superintendent or designee shall present districtwide, school-level, and grade-level results to the Governing Board at a regularly scheduled meeting. The Board shall not receive individual students' scores or the relative position of any individual student. (Education Code 60641)

(cf. 9321.1 - Closed Session Actions and Reports)

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SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
Sierraville, California

Sierra County/Sierra-Plumas Joint USD

Board Policy

Absences And Excuses

BP 5113

Students

The Governing Board believes that regular attendance plays an important role in student achievement. The Board shall work with parents/guardians and students to ensure their compliance with all state attendance laws, and may use appropriate legal means to correct problems of chronic absence or truancy.

(cf. 5112.1 - Exemptions from Attendance)
(cf. 5112.2 - Exclusions from Attendance)
(cf. 5113.1 - Chronic Absence and Truancy)

Excused Absences

Absence from school shall be excused only for health reasons, family emergencies, and justifiable personal reasons, as permitted by law, Board policy, and administrative regulations. (Education Code 48205)

Inasmuch as class participation is an integral part of students' learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments during nonschool hours.

At the beginning of each school year, the Superintendent or designee shall send a notification to the parents/guardians of all students, and to all students in grades 7-12, informing them that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian. (Education Code 46010.1)

(cf. 5145.6 - Parental Notifications)

Students shall not be absent from school without their parents/guardians' knowledge or consent except in cases of medical emergency or confidential medical appointment.

Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to law and administrative regulations. (Education Code 46014)

Effect of Absence on Grades/Credits

If a student's absence is excused under Education Code 48205, he/she shall be allowed to complete any missed assignment or test that can be reasonably given, as determined by the

teacher of that class. The student shall be given full credit for the assignment or test if he/she satisfactorily completes the assignment or test within a reasonable period of time. (Education Code 48205)

A student's grades may be affected by excessive unexcused absences in accordance with Board policy.

(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 6154 - Homework/Makeup Work)

Legal Reference:

EDUCATION CODE

1740 Employment of personnel to supervise attendance (county superintendent)
2550-2558.6 Computation of revenue limits
37201 School month
37223 Weekend classes
41601 Reports of average daily attendance
42238-42250.1 Apportionments
46000 Records (attendance)
46010-46014 Absences
46100-46119 Attendance in kindergarten and elementary schools
46140-46147 Attendance in junior high and high schools
48200-48208 Children ages 6-18 (compulsory full-time attendance)
48210-48216 Exclusions from attendance
48240-48246 Supervisors of attendance
48260-48273 Truants
48292 Filing complaint against parent
48320-48324 School attendance review boards
48340-48341 Improvement of student attendance
49067 Unexcused absences as cause of failing grade
49701 Provisions of the interstate compact on educational opportunities for military children

ELECTIONS CODE

12302 Student participation on precinct boards

FAMILY CODE

6920-6929 Consent by minor

VEHICLE CODE

13202.7 Driving privileges; minors; suspension or delay for habitual truancy

WELFARE AND INSTITUTIONS CODE

601-601.4 Habitually truant minors

11253.5 Compulsory school attendance

CODE OF REGULATIONS, TITLE 5

306 Explanation of absence

420-421 Record of verification of absence due to illness and other causes

ATTORNEY GENERAL OPINIONS

87 Ops.Cal.Atty.Gen. 168 (2004)

66 Ops.Cal.Atty.Gen. 244 (1983)

COURT DECISIONS

American Academy of Pediatrics et al v. Lungren et al (1997) 16 Cal.4th 307

Management Resources:

CSBA PUBLICATIONS

Improving Student Achievement by Addressing Chronic Absence, Policy Brief, December 2010

WEB SITES

CSBA: <http://www.csba.org>

Regulation

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SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
Sierraville, California

Sierra County/Sierra-Plumas Joint USD

Board Policy

Administering Medication And Monitoring Health Conditions

BP 5141.21

Students

The Governing Board recognizes that during the school day, some students may need to take medication prescribed or ordered by an authorized health care provider to be able to fully participate in the educational program. The Superintendent or designee shall develop processes for the administration of medication to these students. For any student with a disability, as defined under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973, necessary medication shall be administered in accordance with the student's individualized education program or Section 504 services plan.

(cf. 6159 - Individualized Education Program)

(cf. 6164.6 - Identification and Education Under Section 504)

If a parent/guardian chooses, he/she may administer the medication to his/her child at school or designate another individual who is not a school employee to do so on his/her behalf.

(cf. 1250 - Visitors/Outsiders)

(cf. 6116 - Classroom Interruptions)

In addition, upon written request by the parent/guardian and with the approval of the student's authorized health care provider, a student with a medical condition that requires frequent treatment, monitoring, or testing may be allowed to self-administer, self-monitor, and/or self-test. The student shall observe universal precautions in the handling of blood and other bodily fluids.

(cf. 5141 - Health Care and Emergencies)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.23 - Asthma Management)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

Administration of Medication by School Personnel

Any medication prescribed by an authorized health care provider, including an emergency antiseizure medication for a student with epilepsy, may be administered by the school nurse or other designated school personnel only when the Superintendent or designee has received written statements from both the student's parent/guardian and authorized health care provider. (Education Code 49414.7, 49423; 5 CCR 600)

School nurses and other designated school personnel shall administer medications in accordance with law, Board policy, and administrative regulation and shall be afforded appropriate liability

protection.

(cf. 3530 - Risk Management/Insurance)

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

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

Only a school nurse or other school employee with an appropriate medical license may administer an insulin injection to a student. In the event that no such licensed school personnel is available, the district may contract with a licensed nurse from a public or private agency to administer insulin to the student.

(cf. 5141.24 - Specialized Health Care Services)

When unlicensed personnel are authorized by law to administer a medication, such as emergency antiseizure medication, epinephrine auto-injector, or glucagon, the Superintendent or designee shall ensure that school personnel designated to administer it to students receive appropriate training from qualified medical personnel before any medication is administered. At a minimum, the training shall cover how and when such medication should be administered, the recognition of symptoms and treatment, emergency follow-up procedures, and the proper documentation and storage of medication. Such trained, unlicensed designated school personnel shall be supervised by and provided with emergency communication access to a school nurse, physician, or other appropriate individual.

The Superintendent or designee shall maintain documentation of the training, ongoing supervision, as well as annual written verification of competency of such other designated school personnel.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

In an emergency situation such as a public disaster or epidemic, a trained, unlicensed district employee may administer medication to a student.

Legal Reference:

EDUCATION CODE

48980 Notification at beginning of term

49407 Liability for treatment

49408 Emergency information

49414 Emergency epinephrine auto-injectors

49414.5 Providing school personnel with voluntary emergency training

49414.7 Emergency medical assistance: administration of epilepsy medication

49422-49427 Employment of medical personnel, especially:

49423 Administration of prescribed medication for student

49423.1 Inhaled asthma medication
49480 Continuing medication regimen; notice
BUSINESS AND PROFESSIONS CODE
2700-2837 Nursing, especially:
2726 Authority not conferred
2727 Exceptions in general
3501 Definitions
CODE OF REGULATIONS, TITLE 5
600-611 Administering medication to students
UNITED STATES CODE, TITLE 20
1232g Family Educational Rights and Privacy Act of 1974
1400-1482 Individuals with Disabilities Education Act
UNITED STATES CODE, TITLE 29
794 Rehabilitation Act of 1973, Section 504
COURT DECISIONS
American Nurses Association v. O'Connell, (2010) 185 Cal.App.4th 393

Management Resources:

AMERICAN DIABETES ASSOCIATION PUBLICATIONS
Glucagon Training Standards for School Personnel: Providing Emergency Medical Assistance to Pupils with Diabetes, May 2006
CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES
Legal Advisory on Rights of Students with Diabetes in California's K-12 Public Schools, August 2007
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Training Standards for the Administration of Epinephrine Auto-Injectors, December 2004
NATIONAL DIABETES EDUCATION PROGRAM PUBLICATIONS
Helping the Student with Diabetes Succeed: A Guide for School Personnel, June 2003
WEB SITES
CSBA: <http://www.csba.org>
American Diabetes Association: <http://www.diabetes.org>
California Department of Education, Health Services and School Nursing:
<http://www.cde.ca.gov/ls/he/hn>
National Diabetes Education Program: <http://www.ndep.nih.gov>
U.S. Department of Health and Human Services, National Institutes of Health, Blood Institute,
asthma information: <http://www.nhlbi.nih.gov/health/public/lung/index.htm#asthma>

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SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
Sierraville, California

Sierra County/Sierra-Plumas Joint USD

Board Policy

Courses Of Study

BP 6143

Instruction

The Governing Board recognizes that a well-aligned sequence of courses fosters academic progress and provides for the best possible use of instructional time. The district's course of study shall provide students with opportunities to attain the skills, knowledge, and abilities they need to be successful in school, college, and the workplace.

(cf. 6011 - Academic Standards)

(cf. 6141 - Curriculum Development and Evaluation)

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

The Superintendent or designee shall establish processes for ensuring the articulation of courses across grade levels within the district. As necessary, he/she also shall work with representatives of appropriate area districts and postsecondary institutions to ensure articulation of courses with other institutions to which district students may matriculate. The sequence of courses shall be designed to ensure that each course provides adequate preparation for the next course in the sequence, avoids significant duplication of content, and allows for reinforcement and progression in the subject matter.

Elementary Grades

The Board shall adopt a course of study for elementary grades that sufficiently prepares students for the secondary course of study.

(cf. 6146.5 - Elementary/Middle School Graduation Requirements)

Secondary Grades

The district shall offer all otherwise qualified students in grades 7-12 a course of study that prepares them, upon graduation from high school, to meet the requirements and prerequisites for admission to California public colleges and universities and to attain entry-level employment skills in business or industry. (Education Code 51228)

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 6141.5 - Advanced Placement)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6162.52 - High School Exit Examination)

(cf. 6178 - Career Technical Education)

In addition, the course of study for students in grades 9-12 shall include instruction in skills and knowledge for adult life, career technical training, and a timely opportunity for all otherwise qualified students to enroll, within four years before graduation, in each course necessary to fulfill the requirements and prerequisites for admission to California public colleges and universities. (Education Code 51224, 51228)

The Superintendent or designee shall develop a process by which courses that meet college admission criteria (referred to as "a-g" course requirements) are submitted to the University of California for review and certification. He/she shall maintain an accurate list of all current high school courses that have been so certified, shall ensure that the list is provided annually to each student in grades 9-12, and shall make updated lists readily available. (Education Code 51229, 66204)

Legal Reference:

EDUCATION CODE

33319.3 Driver education; CDE materials on road rage
33540 Government and civics instruction in interaction with government agencies
48980 Parental notifications
51202 Instruction in personal and public health and safety
51203 Instruction on alcohol, narcotics and restricted dangerous drugs
51204 Course of study designed for student's needs
51204.5 Social science instruction; history of California; contributions of various groups
51210-51212 Course of study for grades 1-6
51220-51229 Course of study for grades 7-12
51241 Exemption from physical education
51911-51921 Comprehensive health education
51930-51939 Comprehensive sexual health and HIV/AIDS prevention instruction
51940 Curriculum for brain and spinal cord injury prevention
53278-53280 Supplemental School Counseling Program
60040-60052 Requirements for instructional materials
66204 Certification of high school courses as meeting university admission criteria

HEALTH AND SAFETY CODE

11032 Definition of dangerous drugs

CODE OF REGULATIONS, TITLE 5

10020-10049 Automobile driver education and training

10060 Physical education program

UNITED STATES CODE, TITLE 20

6101-6251 School-to-Work Opportunities Act of 1994

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

California Career Resource Network: <http://www.californiacareers.info>

California Colleges.edu: <http://www.californiacolleges.edu>

California Department of Education: [http:// www.cde.ca.gov](http://www.cde.ca.gov)
California State University, Admission Requirements:
http://www.csumentor.edu/planning/high_school
University of California, a-g Course Submissions: [http://www.ucop.edu/a-gGuide/ag/
course_submissions](http://www.ucop.edu/a-gGuide/ag/course_submissions)
University of California, List of Approved a-g
Courses:<http://www.universityofcalifornia.edu/admissions/freshman/requirements>

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SIERRA COUNTY OFFICE OF EDUCATION
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
Sierraville, California

Sierra County/Sierra-Plumas Joint USD

Board Policy

High School Graduation Requirements

BP 6146.1

Instruction

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009), ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), and SB 70 (Ch. 7, Statutes of 2011), Education Code 42605 grants districts flexibility in "Tier 3" categorical programs and provides that districts are deemed in compliance with the program and funding requirements for these programs for the 2008-09 through 2014-15 fiscal years. As a result of this flexibility, the district may choose to temporarily suspend certain provisions of the following policy or administrative regulation that reflect those requirements. However, this flexibility does not affect or alter any existing contract or bargaining agreement that the district may have in place. Thus, districts should examine the terms of those contracts and agreements and consult with district legal counsel for additional guidance. Also see BP 2210 - Administrative Discretion Regarding Board Policy.

The Governing Board desires to prepare all students to obtain a high school diploma to enable them to take advantage of opportunities for postsecondary education and employment.

(cf. 5127 - Graduation Ceremonies and Activities)

(cf. 5147 - Dropout Prevention)

(cf. 5149 - At-Risk Students)

(cf. 6143 - Courses of Study)

(cf. 6146.3 - Reciprocity of Academic Credit)

Course Requirements

To obtain a high school diploma, students shall complete at least the following courses in grades 9-12, with each course being one year unless otherwise specified:

1. Four courses in English (Education Code 51225.3)

(cf. 6142.91 - Reading/Language Arts Instruction)

2. Three courses in mathematics (Education Code 51225.3)

Beginning in the 2011-12 school year, all high school students beginning in the ninth grade will take three consecutive years of math classes. Each of these classes must be a California Standards Test course. At least one mathematics course shall meet or exceed state academic content standards for Algebra I. (Education Code 51224.5)

Completion, prior to grade 9, of algebra coursework that meets or exceeds state academic content standards shall not exempt a student from the requirement to complete three mathematics courses in grades 9-12. (Education Code 51224.5)

(cf. 6011 - Academic Standards)
(cf. 6142.92 - Mathematics Instruction)

3. Two courses in science, including biological and physical sciences (Education Code 51225.3)

(cf. 6142.93 - Science Instruction)

4. Three courses in social studies, including United States history and geography; world history, culture, and geography; a one-semester course in American government and civics; and a one-semester course in economics (Education Code 51225.3)

(cf. 6142.3 - Civic Education)
(cf. 6142.93 - History-Social Science Instruction)

5. One course in visual or performing arts, foreign language, including American Sign Language, or career technical education (Education Code 51225.3)

(cf. 6142.2 - World/Foreign Language Instruction)
(cf. 6142.6 - Visual and Performing Arts Education)
(cf. 6178 - Career Technical Education)
(cf. 6178.2 - Regional Occupational Center/Program)

6. Two courses in physical education, unless the student has been otherwise exempted pursuant to other sections of the Education Code (Education Code 51225.3)

(cf. 6142.7 - Physical Education and Activity)

7. One course in state requirements

8. Completion, in grade 12 or academic equivalent, one senior project, the requirements of which are determined and outlined by the high school faculty and administration, to include a research paper, project activity and formal presentation.

With the inception of an eight period block schedule, the unit requirements are:

Class of 2012 – 270 Credits

Class of 2013 – 285 Credits

Class of 2014 – 300 Credits

(cf. 6142.4 - Service Learning/Community Service Classes)

Because the prescribed course of study may not accommodate the needs of some students, the Board shall provide alternative means for the completion of prescribed courses in accordance with law.

(cf. 6146.11 - Alternative Credits Toward Graduation)

(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)

The Superintendent or designee shall exempt or waive specific course requirements for foster youth or children of military families in accordance with Education Code 51225.3 and 49701.

(cf. 6173.1 - Education for Foster Youth)

(cf. 6173.2 - Education for Children of Military Families)

High School Exit Examination

As a condition of high school graduation, each student completing grade 12 shall have successfully passed the state exit examination in language arts and mathematics unless he/she receives a waiver or exemption. (Education Code 60851, 60859)

(cf. 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities)

(cf. 6159 - Individualized Education Program)

(cf. 6162.52 - High School Exit Examination)

Supplemental instruction shall be offered to any student in grade 7-12 who does not demonstrate "sufficient progress," as defined in BP 6179 - Supplemental Instruction, toward passing the exit exam. (Education Code 37252, 60851)

(cf. 5148.2 - Before/After School Programs)

(cf. 6176 - Weekend/Saturday Classes)

(cf. 6177 - Summer School)

(cf. 6179 - Supplemental Instruction)

Students who have not passed one or both parts of the exit exam by the end of grade 12 shall have the opportunity to receive intensive instruction and services for up to two consecutive academic years after completion of grade 12 or until they have passed both parts of the exam, whichever comes first. (Education Code 37254)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 6164.2 - Guidance/Counseling Services)

In addition to intensive remedial instruction, the district shall offer students who have passed all

state and local graduation requirements except one or both parts of the exit exam the following options for two years beyond their regular senior year or until they pass the exam, whichever occurs first:

- (1) if space is available, enrollment for an additional year at a comprehensive high school if the student has been continuously enrolled,
- (2) enrollment in an alternative education program,
- (3) reclassification as a junior,
- (4) maintaining continuous enrollment in an independent study program or charter school,

(cf. 0420.4 - Charter Schools)

(cf. 6158 - Independent Study)

(cf. 6184 - Continuation Education)

The Superintendent or designee shall regularly report to the Board regarding the number of students who have fulfilled all local and state graduation requirements except for the passage of the exit exam and the resources that have been offered to such students.

Certificates of Completion

Students who have passed all the district's course requirements by the end of their senior year but are unable to pass the high school exit exam shall receive a certificate of completion.

The Superintendent or designee shall regularly report to the Board regarding the number of students receiving a certificate of completion and the resources that have been offered to such students.

Retroactive Diplomas

The district may retroactively grant a high school diploma to a former student who was interned by order of the federal government during World War II or who is an honorably discharged veteran of World War II, the Korean War, or the Vietnam War, provided that he/she was enrolled in a district school immediately preceding the internment or military service and he/she did not receive a diploma because his/her education was interrupted due to the internment or military service. (Education Code 51430)

The district also may retroactively grant a diploma to a deceased former student who satisfies the above conditions. The diploma shall be received by the deceased student's next of kin. (Education Code 51430)

In addition, the district may grant a diploma to a veteran who entered the military service of the United States while he/she was a district student in grade 12 and who had completed the first half of the work required for grade 12. (Education Code 51440)

Legal Reference:

EDUCATION CODE

35186 Williams Uniform Complaint Procedures
 37252 Supplemental instructional programs
 37254 Supplemental instruction based on failure to pass exit exam by end of grade 12
 37254.1 Required student participation in supplemental instruction
 47612 Enrollment in charter school
 48200 Compulsory attendance
 48412 Certificate of proficiency
 48430 Continuation education schools and classes
 48645.5 Acceptance of coursework
 48980 Required notification at beginning of term
 49701 Interstate Compact on Educational Opportunity for Military Children
 51224 Skills and knowledge required for adult life
 51224.5 Algebra instruction
 51225.3 Requirements for graduation
 51225.5 Honorary diplomas; foreign exchange students
 51228 Graduation requirements
 51240-51246 Exemptions from requirements
 51250-51251 Assistance to military dependents
 51410-51412 Diplomas
 51420-51427 High school equivalency certificates
 51450-51455 Golden State Seal Merit Diploma
 51745 Independent study restrictions
 52378 Supplemental school counseling program
 56390-56392 Recognition for educational achievement, special education
 60850-60859 High school exit examination
 66204 Certification of high school courses as meeting university admissions criteria
 CODE OF REGULATIONS, TITLE 5
 1600-1651 Graduation of students from grade 12 and credit toward graduation
 COURT DECISIONS
 O'Connell v. Superior Court (Valenzuela), (2006) 141 Cal.App.4th 1452

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, High School: <http://www.cde.ca.gov/ci/g/hs>

University of California, List of Approved a-g Courses:

<http://www.universityofcalifornia.edu/admissions/freshman/requirements>

Regulation

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SIERRA COUNTY OFFICE OF EDUCATION
 SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
 Sierraville, California