

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

October 9, 2012

6:00 pm

Downieville, CA, California

**This meeting will be available for videoconferencing at Loyalton, 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, when feasible, attached to the 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. District Advisory Committee\*\*
    - b. Community Forum, November 7, 2012 and November 14, 2012
    - c. Downieville Boiler Room Walk – Through
    - d. Accountability and Common Core Standards
  - 3. Business Report
    - a. Board Report-Expenditures by Object 09/01/12 to 9/30/12\*\*
    - b. AYP/API Reports – presented by Marlene Mongolo, Testing Coordinator
  - 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 September 11, 2012\*\*
2. Approval of bill warrants for month of September 2012\*\*
3. Approval of Quarterly Report on Williams Uniform Complaints for quarter ending September 30, 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 September 30, 2012.

G. ACTION ITEMS

1. New Business
  - a. Interdistrict Attendance Agreement Appeal (\*\*under separate cover)
  - b. Approval of Completion of Bargaining, Sierra-Plumas Teachers' Association, 2012-2013\*\*
  - c. Approval of the Local Educational Agency Plan (\*\*Draft in Board Packet; Final will be handed out at the Board Meeting)
  - d. Public Hearing: The purpose of the public hearing is to receive public comment on textbooks or instructional materials, or both, in each subject that is consistent with the content and cycles of the curriculum framework adopted by the State Board of Education (Education Code §60119)\*\*
  - e. Adoption of Resolution No. 12-007, Sufficiency of Textbooks or Instructional Materials\*\*  
Roll Call Vote

BOARD POLICIES AND ADMINISTRATIVE REGULATIONS

- e. Approval of Board Policies 4119.1, 4219.1 and 4319.1, Civil and Legal Rights, (new BP)\*\*
- f. Approval of *Deletion* of Administrative Regulations 4119.1, 4219.1 and 4319.1, Civil and Legal Rights\*\* (incorporated into new BP)
- g. Approval of Board Policies 4119.21, 4219.21 and 4319.21, Professional Standards, revision\*\*
- h. Approval of *Deletion* of Administrative Regulations 4119.21, 4219.21 and 4319.21, Professional Standards\*\*

Sierra County Board of Education  
Regular Meeting Agenda  
October 9, 2012

- i. Approval of Board Policies 4119.41, 4219.41 and 4319.41, Employees with Infectious Disease\*\*
- j. Approval of *Deletion* of Administrative Regulations 4119.41, 4219.41 and 4319.41, Employees with Infectious Disease\*\*
- k. Approval of Board Policy 4121, Temporary/Substitute Personnel\*\*
- l. Approval of Administrative Regulation 4121, Temporary/Substitute Personnel\*\*
- m. Approval of Board Policy 5117, Interdistrict Attendance\*\*
- n. Approval of Administrative Regulation 5117, Interdistrict Attendance\*\*
- o. Approval of Board Policy 6145, Extracurricular and Cocurricular Activities, revision\*\*
- p. Approval of Administrative Regulation 6145, Extracurricular/Cocurricular Activities, revision\*\*

H. ADVANCED PLANNING

- 1. Next Regular Board Meeting will be held on November 13, 2012, at Loyalton Middle School, Room 4, Loyalton, California, at 6:00 pm.
- 2. Suggested Agenda Items
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_

I. ADJOURNMENT

  
Stanford J. Hardeman, Superintendent

\*\*\* prior month handout  
\*\* enclosed  
\* handout

### District Office/Administration 2012-2013 Calendar

Date	Meeting	Time	Location	Personnel
8/17/12	Negotiations (Closing)		LMS4	SPTA, Superintendent, Bus Manager Personnel Technician
9/18/12	DVL <i>FIT</i> Walk-through & Safety Check	10:00 AM	DVL School	Superintendent, Bus Manager, Principal, Maintenance Personnel
9/19/12	Loyalton Schools <i>FIT</i> Walk- through & Safety Check	8:30 AM	Beginning at LHS	Superintendent, Bus Manager, Principal, Maintenance Personnel
9/20/12	Health & Safety Meeting		LMS4	<del>Chairperson, Superintendent, Maintenance-</del> <del>Personnel, Personnel Tech</del>
10/5/12	Health & Safety Meeting	1:45 PM	LMS4	Chairperson, Superintendent, Maintenance Personnel, Personnel Tech
11/1/12	Community Forum	6:00 PM	LMS4	Supt, Bus Manager, Admin, Admin Assist.
11/14/12	Community Forum	6:00 PM	DVL School	Supt, Bus Manager, Admin, Admin Assist.
11/19/12	DAC	3:45 PM	LMS4	District Advisory Committee Members
12/1/12	Negotiations (Budget)		LMS4	SPTA, Supt, Bus Manager, Personnel Tech
12/4/12	Negotiations (Classified)	9:00 AM	LMS4	SPTA, Supt, Bus Manager, Personnel Tech
12/4/12	Negotiations (Conf.)	1:30 PM	LMS4	SPTA, Supt, Bus Manager, Personnel Tech
12/4/12	Negotiations (Admin.)	3:15 PM	LMS4	SPTA, Supt, Bus Manager, Personnel Tech
1/14/13	DAC	3:45 PM	LMS4	District Advisory Committee Members
2/25/13	DAC	3:45 PM	LMS4	District Advisory Committee Members
2/26/13	Special Board Meeting (Tentative)	6:00 PM	LMS 4	Board, Superintendent, Bus Manager Admin, Admin Assist
4/10/13	Community Forum	6:00 PM	LMS4	Supt, Bus Manager, Admin, Admin Assist.
4/16/13	Community Forum	6:00 PM	DVL School	Supt, Bus Manager, Admin, Admin Assist.
revised: 9/25/12				

Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
<b>Fund 01 - Gen Fund</b>						
1100	Teachers Salaries	165,966.00	165,966.00	144,999.99	21,222.35	256.34-
1120	Certificated Substitutes	4,833.00	4,833.00			4,833.00
1200	Certificated Pupil Support Ser	59,350.00	59,350.00	52,098.30	5,788.70	1,463.00
1300	Certificated Supervisor Admini	65,192.00	65,192.00	48,893.85	16,297.95	.20
	<b>Total for Object 1000</b>	<b>295,341.00</b>	<b>295,341.00</b>	<b>245,992.14</b>	<b>43,309.00</b>	<b>6,039.86</b>
2100	Instructional Aides' Salaries	108,737.00	108,737.00	95,581.49	10,542.80	2,612.71
2120	Classified Substitutes	1,000.00	1,000.00			1,000.00
2200	Classified Support Salaries	4,888.00	4,888.00	4,425.46	1,177.96	715.42-
2300	Classified Supervisors' Admini	100,802.00	100,802.00	74,925.00	25,125.00	752.00
2400	Clerical Technical Office Staf	113,746.00	113,746.00	86,728.96	26,967.80	49.24
2900	Other Classified Salaries	6,144.00	6,144.00		200.00	5,944.00
	<b>Total for Object 2000</b>	<b>335,317.00</b>	<b>335,317.00</b>	<b>261,660.91</b>	<b>64,013.56</b>	<b>9,642.53</b>
3101	STRS Certificated Positions	24,366.00	24,366.00	20,294.19	3,572.97	498.84
3102	STRS Classified Positions	300.00	300.00	270.00	30.00	.00
3202	PERS Classified Positions	50,903.00	50,903.00	37,243.98	10,539.40	3,119.62
3302	OASDI Classified Positions	19,595.00	19,595.00	15,662.77	3,857.40	74.83
3311	Medicare Certificated Position	4,202.00	4,202.00	3,501.81	707.74	7.55-
3312	Medicare Classified Positions	4,639.00	4,639.00	3,708.71	908.53	21.76
3401	Health & Welfare Benefits Cert	75,400.00	75,400.00	65,280.60	10,713.52	594.12-
3402	Health & Welfare Benefits Clas	87,800.00	87,800.00	63,555.03	18,271.13	5,973.84
3501	SUI Certificated	3,249.00	3,249.00	2,705.94	547.67	4.61-
3502	SUI Classified	3,666.00	3,666.00	2,878.22	700.26	87.52
3601	Workers' Compensation Certific	8,448.00	8,448.00	7,031.07	1,232.39	184.54
3602	Workers' Compensation Classifi	9,338.00	9,338.00	7,547.28	1,711.83	78.89
3701	OPEB, Allocated Certificated	27,730.00	27,730.00		6,479.22	21,250.78
3802	PERS Reduction Recapture	5,681.00	5,681.00	3,674.70	967.10	1,039.20
	<b>Total for Object 3000</b>	<b>325,317.00</b>	<b>325,317.00</b>	<b>233,354.30</b>	<b>60,239.16</b>	<b>31,723.54</b>
4100	Approved Textbooks Core Curric	532.00	532.00	293.13		238.87
4200	Library and Reference Material	4,250.00	4,250.00		335.40	3,914.60
4300	Materials and Supplies	14,275.00	14,275.00	901.11	1,606.59	11,767.30
4320	Custodial Supplies	1,300.00	1,300.00	769.44	152.28	378.28
4330	Office Supplies	2,000.00	2,000.00			2,000.00
4350	Vehicle Upkeep	7,000.00	7,000.00	1,668.53	780.12-	6,111.59
	<b>Total for Object 4000</b>	<b>29,357.00</b>	<b>29,357.00</b>	<b>3,632.21</b>	<b>1,314.15</b>	<b>24,410.64</b>
5100	Subagreements for Services	50,000.00	50,000.00			50,000.00

Balances through September

Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
<b>Fund 01 - Gen Fund (continued)</b>						
5200	Travel and Conference	26,031.00	26,031.00	2,255.22	2,662.31	21,113.47
5300	Dues and Membership	16,321.00	16,321.00	2,100.00	7,114.00	7,107.00
5400	Insurance	10,200.00	10,200.00	325.00	9,862.00	13.00
5500	Operation Housekeeping Service	10,000.00	10,000.00	1,355.09	123.98	8,520.93
5600	Rentals, Leases, Repairs, Nonc	3,100.00	3,100.00	365.63	114.69	2,619.68
5800	Professional Consulting	9,000.00	9,000.00	7,000.00	600.00	1,400.00
5801	Legal Services	35,000.00	35,000.00			35,000.00
5803	Legal Publications	500.00	500.00	200.00		300.00
5805	Personnel Expense	700.00	700.00	250.00		450.00
5806	Negotiations	2,000.00	2,000.00			2,000.00
5808	Other Services & Fees	1,500.00	1,500.00	984.50	213.78	301.72
5870	Contracted Services	196,694.00	196,694.00	66,660.00	44,348.84	85,685.16
5899	SPJUSD to Reimburse			2,226.09	20,117.33	22,343.42
5900	Communications	2,000.00	2,000.00			2,000.00
	<b>Total for Object 5000</b>	<b>363,046.00</b>	<b>363,046.00</b>	<b>83,721.53</b>	<b>85,156.93</b>	<b>194,167.54</b>
7110	County Tuition Inter Dist Agre	133,586.00	133,586.00			133,586.00
7141	Tuition, excess cost etc betwe	99,264.00	99,264.00			99,264.00
7310	Direct Support/Indirect Costs					.00
	<b>Total for Object 7000</b>	<b>232,850.00</b>	<b>232,850.00</b>	<b>.00</b>	<b>.00</b>	<b>232,850.00</b>
	<b>Total for Expense accounts</b>	<b>1,581,228.00</b>	<b>1,581,228.00</b>	<b>828,361.09</b>	<b>254,032.80</b>	<b>498,834.11</b>
	<b>Total for Org 001, Fund 01 and Expense accounts</b>	<b>1,581,228.00</b>	<b>1,581,228.00</b>	<b>828,361.09</b>	<b>254,032.80</b>	<b>498,834.11</b>

MINUTES OF THE REGULAR MEEETING OF THE  
SIERRA COUNTY BOARD OF EDUCATION  
September 11, 2012  
Loyalton Middle School, Loyalton, California

**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. Todd York, Clerk  
Mr. Mike Moore, Member

ABSENT: None

VACANT: One

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 – Downieville Site  
Ms. Marlene Mongolo/SELPA Director

**C. FLAG SALUTE** – Moment of Silence in memory of those who perished as a result of the terrorist attacks on September 11, 2001.

**D. APPROVAL OF THE AGENDA**  
MSCU/DRYDEN/YORK

**E. INFORMATION/DISCUSSION ITEMS**

**1. SUPERINTENDENT'S REPORT**

- a. Employee Recognition - Lennie Garcia
- b. Summer Institute – Prior to school opening teachers gathered for SMARTBoard and iPad training
- c. Ms. Asquith presented the Board Report-Expenditures by Object 08/01/12 to 8/31/12 and the letter from the California Department of Education. There were no questions or comments.

**2. STAFF REPORT** – Ms. Marlene Mongolo reported a great start to the new school year.

**3. BOARD MEMBER'S REPORT**

There was no Board Member Report

#### 4. PUBLIC COMMENT

President WRIGHT opened the meeting for public comment at 6:10 pm.  
There was no comment at Loyalton Middle School or Downieville via videoconferencing.  
President WRIGHT closed the meeting for public comment at 6:10 pm.

#### F. CONSENT CALENDAR

The following items were included in the consent calendar:

1. Approval of minutes of the Regular Board meeting held August 14, 2012
2. Approval of bill warrants for month of August 2012
3. *BOARD POLICIES AND ADMINISTRATIVE REGULATIONS*
  - a. *Approval of Board Policies and Procedures, 1312.3, Uniform Complaint Procedures (CDE Language)*
  - b. Approval of Board Policy 3511.1, Integrated Waste Management, new
  - c. Approval of Administrative Regulation 3511.1, Integrated Waste Management, new
  - d. *Approval of Board Policies 4111, 4211, 4311, Recruitment and Selection, revision  
Pulled for Discussion*
  - e. Approval of Administrative Regulation 4112.6, 4212.6 and 4312.6, Personnel Files, revision
  - f. Approval of Board Policies 4112.9, 4212.9 and 4312.9, Employee Notifications
  - g. Approval of DELETION of Administrative Regulations 4112.9, 4212.9 and 4312.9, Employee Notifications
  - h. Approval of Exhibits 4112.9, 4212.9 and 4312.9, Employee Notifications (replaces AR above)
  - i. Approval of Board Policy 5145.3, Nondiscrimination/Harassment, revision
  - j. Approval of Administrative Regulation 6159, Individualized Education Program, revision
  - k. Approval of Board Policy 7214, General Obligation Bonds, revision
  - l. Approval of Administrative Regulation 7214, General Obligation Bonds, revision
  - m. Approval of Exhibit E 1312.4, Williams Uniform Complaint Procedures (Classroom Notice)  
Consent Calendar approved with Item d pulled for discussion.  
MSCU/MOORE/YORK



**G. ACTION ITEMS**

**1. NEW BUSINESS**

- a. Adoption of Resolution No. 12-005, Fiscal Year End 2011-2012 Budget Revision

Roll Call Vote

DRYDEN: AYE

MOORE: AYE

WRIGHT: AYE

YORK: AYE

MSCU/MOORE/YORK

- b. Adoption of Resolution No. 12-006, Gann Limit

Roll Call Vote

DRYDEN: AYE

MOORE: AYE

WRIGHT: AYE

YORK: AYE

MSCU/MOORE/YORK

- c. Adoption of Unaudited Actuals for FY 2011-2012

MSCU/YORK/MOORE

- d. *Approval of Board Policies 4111, 4211, 4311, Recruitment and Selection, revision*

*MOORE moved acceptance of the policy with the following changes:*

*Page 2, paragraph 4 changed to reflect District policy and paragraph 5 added to reflect County policy.*

MSCU/MOORE/YORK

**H. ADVANCED PLANNING**

The next regular meeting of the Board will be held on Tuesday, October 9, 2012, at Downieville School, Downieville, California at 6:00 pm.

Suggested Agenda Items

There were no suggested agenda items.

1. District Advisory Committee
2. Community Forum

**I. ADJOURNMENT**

MSCU/YORK/MOORE

Adjourned at 6:18 pm.

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Todd York, Clerk

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Stanford J. Hardeman, Superintendent

**Checks Dated 09/01/2012 through 09/28/2012**

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
00013561	09/11/2012	CCSESA	01-5300		245.00
00013562	09/11/2012	CCSESA TREASURER c/o SCHOOL SERVICES OF CA	01-5300		100.00
00013563	09/11/2012	EVAN-MOOR PUBLICATION, DEPT ORDER PROCESS	01-4200		97.54
00013564	09/11/2012	MARK FISHER	01-5810		800.00
00013565	09/11/2012	HILTON SACRAMENTO ARDEN WEST	01-5200		129.03
00013566	09/11/2012	LIBERTY UTILITIES	01-5500		90.16
00013567	09/11/2012	BARBARA MCKURTIS	01-5810		4,400.00
00013568	09/11/2012	MARLENE MONGOLO	01-4300		52.30
00013569	09/11/2012	REMEDIA PUBLICATIONS	01-4200		51.74
00013570	09/11/2012	SIERRA COUNTY OFFICE OF EDUCATION	01-5808		114.72
00013571	09/11/2012	SIERRA VALLEY HOME CENTER	01-4320		18.69
00013572	09/11/2012	VOYAGER	01-4350	131.47	
			01-5899	68.12	199.59
00013573	09/11/2012	ALLEN WRIGHT	01-5200		20.81
00013574	09/26/2012	A-1 CHEMICALS INC.	01-4320		82.91
00013575	09/26/2012	GE MONEY BANK/AMAZON	01-4300	49.59	
			Unpaid Sales Tax	3.35-	46.24
00013576	09/26/2012	CCSESA	01-5200	300.00	
			01-9200	75.00	375.00
00013577	09/26/2012	HILTON SAN DIEGO RESORT	01-5200		371.22
00013578	09/26/2012	DON LAPIN, DBA LADUE SYSTEMS	01-5810		4,136.24
00013579	09/26/2012	BARBARA MCKURTIS	01-5810		4,000.00
00013580	09/26/2012	NATIONWIDE SALES & SERVICE	01-4320		50.68
00013581	09/26/2012	NORTHEASTERN JOINT POWERS AUTHORITY	76-9571		4,731.25
00013582	09/26/2012	QUILL CORPORATION	01-4300		495.09
00013583	09/26/2012	FOUR POINTS SHERATON	01-5200		155.68
00013584	09/26/2012	SIERRA COUNTY ARTS COUNCIL	01-5810		1,500.00
00013585	09/26/2012	ALLEN WRIGHT	01-5200		20.82
<b>Total Number of Checks</b>				<b>25</b>	<b>22,284.71</b>

**Fund Summary**

Fund	Description	Check Count	Expensed Amount
01	County School Service Fund	24	17,556.81
76	Payroll Clearing	1	4,731.25
Total Number of Checks		<b>25</b>	<b>22,288.06</b>
Less Unpaid Sales Tax Liability			<b>3.35-</b>
<b>Net (Check Amount)</b>			<b>22,284.71</b>

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE **ONLINE**

Page 1 of 1

**SIERRA COUNTY BOARD OF EDUCATION and  
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT GOVERNING BOARD**  
**RESPONSE TO THE SIERRA-PLUMAS TEACHERS' ASSOCIATION (S-PTA) 2012-2013  
COUNTER PROPOSAL**

Proposed Completion of Bargaining August 17, 2012

(orange font denotes August 17, 2012 negotiations meeting discussion and review)

**1. SALARY, Article 12**

a. No increase in the certificated salary schedule

**2. HEALTH BENEFITS, Article 11**

- a. The Employer (District and SCOE) proposes to:
- 1) Cap the Employers' contribution in the amount of \$13,840.50 per year per employee toward the premiums and/or Health Savings Account contributions for health insurance plans (medical, dental, vision and life) on a composite rate;

The Association does not concede to a cap in the Employer contribution.

- 2) Open all Plans (Premier Plus, Premier, Standard, Basic, Consumer Driven Health Plan) to all Employees on a composite rate, ~~effective July 1, 2012~~ **effective January 1, 2013; (Per TCSIG 8/22/2012)**

- 3) Offer Health Savings Account (HSA) plan option to Employees.

The Association and Employer agree to Article 11, #2, #3, as stated above

**3. DAYS AND HOURS OF EMPLOYMENT, Article 3**

The Employer shall confer with the Association after the November 2012 general election to discuss fiscal impacts and the effect of budgetary revenues and/or shortfalls as it pertains to the solvency of the district. Furlough days will be considered in the face of continued state and federal budget cuts.

The Association and the Employer agree to above language.

## **COLLECTIVE BARGAINING AGREEMENT**

### **A. ARTICLE 3**

#### **3.2 Definition of Work Day**

No Change in Definition of Work Day

### **B. ARTICLE 4 – CLASS SIZE**

#### **4.3 Classroom Housing K-6 Enrollment Levels**

**Effective July 1, 2013, Sunset** the statement “A single district classroom housing grades kindergarten through six will employ a second certificated teacher when the verified enrollment reaches 20 students. When the enrollment drops below 20 students, the certificated employee will be transferred or dropped at the end of the semester or current annual contract.”

Employer will align certificated staffing with ~~the current~~ California Small School Allowance for Necessary Small Elementary formula, i.e. (1 teacher=1-24.49; 2 teachers=24.5-48.49) as defined by the California Department of Education.

### **C. ARTICLE 5 – GRIEVANCE PROCEDURE**

#### **5.3 Procedure**

##### **A. Informal Conference**

1. *Before filing a formal complaint*, the aggrieved party shall, within thirty (30) days of the time the grievant knew or reasonably should have known of the problem, first discuss the problem with the appropriate administrator or supervisor who allegedly has violated, misinterpreted, or misapplied this Agreement, administrative regulation, or practice affecting conditions of employment. During this discussion the aggrieved person, either directly or through the Association's grievance representative, shall seek to resolve the matter informally.

##### **B. Level One:**

1. *Within fifteen (15) days if the aggrieved party is not satisfied with the disposition of his/her grievance at the Informal Conference*, or no decision has been rendered, he/she may file the grievance in writing simultaneously with the Association or its designee and the appropriate administrator on the form provided in Appendix I.
2. *Within ten (10) school days after receipt of the written grievance by the appropriate administrator/supervisor*, he/she shall meet with the aggrieved party and if desired, a representative of the Association, in an effort to resolve the grievance. The appropriate administrator shall submit his/her decision in writing to the aggrieved party and the Association within *ten (10) school days* after the meeting.

C. *Level Two:*

1. If the aggrieved party is not satisfied with the disposition of his/her grievance at *Level One*, or if no decision has been rendered within *ten (10)* school days after presentation of the grievance, he/she may file the grievance with the Association or its designee for transmittal to the appropriate Superintendent or designee.
2. Within *ten (10)* school days after receipt of the written grievance by the Superintendent, the Superintendent or designee shall meet the aggrieved party and his/her representative from the Association in an effort to resolve the grievance. The Superintendent or designee shall submit the decision in writing to the aggrieved party and the Association within *ten (10)* school days of the meeting.

D *Level Three: Conciliation Step*

1. If the aggrieved party is not satisfied with the disposition of his/her grievance at *Level Two*, or if no decision has been rendered within *ten (10)* school days after he/she has first met with the Superintendent or designee, *the parties to this Agreement may elect, by mutual agreement, to form a conciliation committee whose purpose shall be to attempt to resolve the grievance by informal agreement. The conciliation committee shall consist of one member chosen by the Employer, one member chosen by the exclusive representative, and one member chosen by the California State Department Conciliation Service.*

E. *Level Four Binding Arbitration*

The grievant may within ten (10) days, dating from the previous level response, submit a request in writing to the Superintendent's office that the grievant is preceding to binding arbitration. When arbitration has been requested, an arbitrator shall be selected by mutual agreement *within ten (10) days*. If the parties are unable to agree on an arbitrator, the following procedure will be used. Within seven (7) days of the determination that the parties cannot reach mutual agreement on an arbitrator, the Superintendent shall request a list of five (5) arbitrators from the California State Conciliation Service. A representative of the Association and the Superintendent or designee shall select an arbitrator from the list by eliminating names until one name remains. The first option of elimination may be determined by lot.

2. Once the arbitrator has been selected, the hearing shall commence at the convenience of the parties and the arbitrator.
3. The arbitrator shall have no authority to add to, subtract from, or modify the terms of this agreement, and the arbitrator shall interpret this agreement in accordance with accepted standards of contract interpretation.
4. All costs for services of the arbitrator, including, but not limited to, per diem expenses, the arbitrator's travel and subsistence expense, the cost of any hearing room, and the cost of any court reporter and transcript, shall be borne equally by the District or SCOE, and the aggrieved. All other costs will be borne by the party

incurring them.

5. The arbitrator's decision shall be in writing and shall set forth the arbitrator's finding of fact, reasoning and conclusions of the issues submitted. The arbitrator will be without power or authority to make any decision which requires the commission of an act prohibited by law which will violate the terms of this agreement. The award of the arbitrator shall be submitted to both parties and presented to the District's governing board or County Superintendent, and shall be binding on both parties, subject to any right of judicial appeal.
6. Level Four shall apply only to alleged violations of this Agreement. Alleged violations of administrative regulations or practices affecting conditions of employment shall not be subject to Level *Three*; for such allegations, the decision at Level *Two* may be appealed to the Board in writing within ten (10) days whose decision shall be final. The Board shall consider the appeal at its next regular Board meeting which is at least ten (10) days from the submission of the appeal.

Employer agrees with the language changes and clarification presented by the Association, as written above.

#### **D. ARTICLE 8 – EVALUATION OF UNIT MEMBERS**

- 8.15 Evaluation Instrument (Form)
  - a. **Add standard six, *Developing As A Professional Educator*, to the evaluation instrument, as sited in the California Standards of the Teaching Profession.**

The Evaluation instrument was revised by CTA representative to represent Standard VI. The Association and Employer agree to adopt the revised CSTP evaluation forms as presented.

#### **E. ARTICLE 10 – LEAVES OF ABSENCE**

- 10.1 Sick Leave
  - A. Eligibility and Amount  
Unit members, except part-time and temporary employees, shall be entitled to ten (10) days of compensated sick leave per school year.

The Association and Employer agree that there is no change in the current contract language.

#### **F. ARTICLE 12 – SALARY**

- 12.1 Calculation of Educational Units

- 12.1(B) Qualifying Units:

**Sunset language:** "Two (2) semester units earned in graduate courses shall equal three (3) semester units earned in undergraduate course.

Units accepted as graduate shall include only those designated as such by the institution in which those units are earned."

The Association and Employer agree that there is no change in the current contract language. Article 12.1(B) language will not sunset.

**Revise language:** "These units may be earned through summer sessions, evening sessions, extension, accredited correspondence courses. ~~and/or District or SCOE credit activities.~~

The Association and Employer agree to strike the language, "~~and/or District or SCOE credit activities.~~"

#### 12.1(C)(5) Units Applied Toward Advancement on Salary Schedule:

*All classes must be substantially supportive of the teacher's current assignment and/or required course work toward filling requirements for added subject authorization(s) on a current teaching credential, a new subject credential and/or an advanced university degree in education (MA, Ph D). Units towards filling the requirements for NCLB compliance in the teacher's current assignment will be considered by the Professional Growth Committee and/or superintendent. Employees must receive a grade "C" or better or "pass" in a "pass/fail" type of course.*

The Association and Employer agree to add the above language as Article 12.1(C)(5).

#### 12.1(D) District or SCOE Credit:

**Sunset language:** "District or SCOE credit" is defined as credit for individual and group projects which demonstrate the improvement of curriculum within the District or SCOE and/or the improvement of the Unit Member's competencies for the particular professional assignment which he/she presently has with the District or SCOE as determined by the Professional Growth Committee.

The Association and the Employer agree to sunset language Article 12.1(D), as above.

#### 12.5 Special Assignment Salary Schedule Positional Compensation

- i. **Add** to the Extra Duty Positional Compensation list a Cross Country Coach position and an agreed stipend of Tier 1 Position (\$500)
- ii. **Sunset** the Edusoft Lead Teacher Year 1, Positional Compensation, Tier 4, effective July 1, 2013
- iii. **Sunset** the Edusoft Lead Teacher Year 2, Positional Compensation, Tier 4, effective July 1, 2013

- iv. **Sunset** the Edusoft Lead Teacher Year 3, Positional Compensation, Tier 3, effective July 1, 2013
- v. **Sunset** the Edusoft Lead Teacher Year 4, Positional Compensation, Tier 2, effective July 1, 2013
- vi. **Sunset** the Edusoft Lead Teacher Years 5-8, Positional Compensation, Tier 2, effective July 1, 2013

The Association and Employer agree to the addition of the Cross County Coach Extra Duty position and to sunset the Special Assignments as stated above in Article 12.5,

#### 12.5(C) Posting

*On or before May 1 of any year that the Board of Trustees approves to fill and authorize job description, the District/County shall post all the Special Assignment Stipends for Extra Duty and extended school year assignments for the succeeding year at each school site. The notices shall also be e-mailed to employees and posted on the district web-site. The posting shall be for 5 work days.*

Applicants shall apply for any posted position by submitting a written application to the District/County superintendent within 10 working days from the date posted on the notice.

*The District/County shall fill the positions prior to the end of the current school year if a certificated employee is qualified to perform the duties and an application is received within (10) days from the posted notice.*

Should an extra-duty stipend or extended year position become available during the summer, the District/county shall mail the vacancy notice to the bargaining unit member's home as long as the bargaining unit member has notified the District/County in writing that he/she wants to be notified of any vacancy.

Should a vacancy occur during the school year, the position shall be posted at each school site for 3 work days and e-mailed to each member. The District/County shall fill the position within 10 work days.

The Association and Employer agree with the language changes to Article 12.5(C) as stated above.



Article 12.7 Professional Development, Add language

1. The Employer shall, when so approved, reimburse certificated personnel for professional development examinations, coursework, etc. who have not met NCLB Highly Qualified Teacher requirements as of June 30, 2012, and have been identified by the Superintendent as assigned to teach in core academic subjects out of their California teacher credential authorization. Professional Development may, when so approved, apply to Employees who are voluntarily broadening their subject matter competency to fulfill requirements for additional credential authorizations. Reimbursement is limited to:
  - a. The cost of the examination fee(s) up to and including three times for the same exam
  - b. Mileage per diem at current District/SCOE rate associated with subject matter competency examination(s)
  - c. The cost of university/college coursework/training registration fee; limited to one time only
  - d. The cost of university/college coursework textbook/training resources; limited to one time only
2. Employee shall submit a request to the Professional Growth Committee and superintendent describing professional development activity
3. The Professional Growth Committee and/or superintendent must approve all coursework, examinations, and/or trainings four (4) weeks prior to the date of examination or beginning of course
  - a. If the Professional Growth Committee is unable to meet and make a decision regarding the employee's request for professional development activity within a reasonable amount of time, the superintendent will tender the decision.
  - b. The four (4) week approval process may be waived for special circumstances on a case-by-case basis. (3b added to Article 12.7(3))
4. The employee must receive a grade "C" or above for all coursework and a "pass" grade on examinations ("credit", "passing", or "satisfactory" is acceptable)
5. Course work must be non-remedial and directly related to the course offerings of the District/SCOE core curriculum.
6. Course work must be taken at a regionally accredited institution
7. Personal leave, up to three (3) full days shall ~~be~~ not deducted when an employee is absent from workplace for coursework, examination and/or trainings if the examination, coursework/training is mandated by the Employer.
8. Personal Necessity leave shall be deducted when an employee is absent from workplace for coursework, examination and/or trainings if the examination, coursework/training is considered by the Superintendent as voluntary.

9. Reimbursement for coursework, examinations, and/or trainings, directly associated with meeting NCLB compliance, shall be established as follows:
  - a. Employee will submit to the District/SCOE business office a "Request for Reimbursement" form after completing course work/examination and has received official transcripts or report card. Request for reimbursement must be submitted within thirty (30) business days.

The Association and Employer agree to Article 12.7 Professional Development language.

#### Article 12.1(E) Professional Growth Committee

The Professional Growth Committee shall be composed of:

1. ~~Three (3)~~ Two (2) teachers, to be chosen by the Association; one (1) K-6 teacher; ~~one (1) 7-8 teacher~~; one (1) 9-12 teacher;
2. ~~Two (2)~~ One (1) administrator (District or County)
3. ~~When professional growth pertains to a county employee, a county administrator shall be one (1) of the two (2) administrators, and one (1) of the three (3) teachers shall be a county teacher.~~ Sunset language, #3

The Association and Employer agree to the Article 12.1(E) revisions (#1, #2, #3).

#### **G. ARTICLE 18 - EARLY RETIRMENT OPTIONS**

##### 18.1(K) Early Retirement/Golden Handshake

**Sunset** the Early Retirement/Golden Handshake option effective June 30, 2012.  
Early Retirement/Golden Handshake:

"Certificated employees with a minimum of 25 years of experience, five (5) years with the District *or* County, who have reached the age of 55, may take advantage of their choice of one (1) of the following offers:

- A. Three (3) years of retiree health and welfare benefits (at the tiered rate as required by health care provider) for medical, dental and vision plans for the retiree, spouse and family, capped at the employer dollar contribution in the year of the unit member's final year of service.
- B. A lump sum dollar amount per year (taxable) for the term of three (3) years set at the dollar contribution per paragraph "a" above made by the employer in the year of the unit member's final year of service.

This early retirement is contingent upon formal written notification of retirement being submitted to the superintendent on or before March 1st of the

last year of the member's year of service. This offer must be formalized to show a savings to the employer on a case-by-case basis.

A retired employee is a person who is receiving or has applied to receive monthly benefits from the State Teachers' Retirement System (CalSTRS) effective within 60 days from the unit member's final date of employment with the District/County."

*"Full time employees in current active status as of June 30, 2012, shall be grandfathered into the early retirement/golden handshake option (Article 18, Section K) offered through June 30, 2012, and remain eligible until CalSTRS or CalPERS retirement and separation from District/County employment."*

The Association and Employer agree to Article 18.1(K) sunset language and the addition of the grandfather language for current employees, as stated above.

#### **H. ARTICLE 19 – DISTRICT BUDGET REVIEW**

Beginning in *November*, a team composed of District and County Superintendents, District/County Business Manager, one (1) Principal, one (1) District Governing Board Member and two (2) S-PTA representatives will meet every three (3) months to review the District Budget and projected revenue sources to support open communication and facilitate improved decision making for balanced financial planning.

The Association and Employer agree to Article 19 language.

#### **Re-Openers 2013-2014 School Year**

##### **1. ARTICLE 3 – DAYS AND HOURS OF EMPLOYMENT**

###### **3.1 Length of Work Year**

The Employer proposes to reduce the 2013-2014 contract day calendar from 182 days to 176 days.

##### **2. ARTICLE 11 – HEALTH BENEFITS**

##### **3. ARTICLE 12 – SALARY**

##### **4. Potential revisions and/or language clarification of Collective Bargaining Agreement articles**

5. Article 16 – AGREEMENT

16.1 Duration of Agreement

This Agreement represents the entire agreement between the District Board, SCOE, and the Association under provisions of the “Act” and shall be in full force and effect from July 1, 2012, and shall continue in full force and effect until June 30, 2015.

16.2 The parties agree that negotiations for 2012-2013 shall be closed, but agree to meet and confer after the November 2012 general election to discuss fiscal impacts and the effect of budgetary revenues and/or shortfalls. The parties agree to meet to discuss issues of mutual concern.

For 2013-2014 and 2014-15 the parties agree to open Article 3 (Days and Hours of Employment), Article 12 (Salary), Article 11 (Health Benefits), plus two articles of each party’s choosing.

The Association and Employer agree to Article 16.1 and 16.2, as above and re-opens for the 2013-2014 school year, as stated above.

*No Child Left Behind Act of 2001*  
**LOCAL EDUCATION AGENCY PLAN**

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**LEA Plan Information:**

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Name of Local Education Agency (LEA): Sierra County Office of Education

County/District Code: 46-10462 46-70177

Dates of Plan Duration: July 1, 2009 to June 30, 2014

Date of local governing board approval:

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District Superintendent: Stan Hardeman

Address: P.O. Box 157  
Sierraville, CA 96126

Phone: 530-994-1044 Fax: 530-994-1045

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**Signatures** (Signatures must be original. Please use blue ink.)

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The superintendent and governing board of the LEA submitting the application sign on behalf of all participants included in the preparation of the plan.

Stanford J. Hardeman

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Printed or typed name of Superintendent	Date	Signature of Superintendent
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Allen Wright

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Printed or typed name of Board President	Date	Signature of County Board President
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Revised 7/2012

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**Part I**

Since 1995, California has been building an educational system consisting of five major components:

- rigorous academic standards,
- standards-aligned instructional materials,
- standards-based professional development,
- standards-aligned assessment, and
- an accountability structure that measures school effectiveness in light of student achievement.

As a result, California is well positioned to implement the tenets of NCLB.

State and federally funded initiatives aimed at improving student achievement must complement each other and work in tandem in order to have the greatest impact. In California, the state and federal consolidated applications, competitive grants, the state accountability system, the Coordinated Compliance Review process, **local education agency plans**, professional development opportunities, and technical assistance all are moving toward a level of alignment and streamlining. The result of this consolidation will be to provide a cohesive, comprehensive, and focused effort for supporting and improving the state's lowest-performing schools and appropriate reporting mechanisms.

*Descriptions of the Consolidated Application,  
the Local Education Agency Plan,  
and the Coordinated Compliance Review Process*

In order to meet legislative requirements for specific state and federal programs and funding, California currently employs four major processes: the Consolidated State Application, the Local Education Agency Plan, the school-level Single Plan for Student Achievement, and the Coordinated Compliance Review. **California is moving toward more closely coordinating and streamlining these processes to eliminate redundancies and make them less labor intensive for LEAs, while continuing to fulfill all requirements outlined in state and federal law.**

Below is a brief description of the ways in which these various processes currently are used in California.

**The Consolidated Application (ConApp)**

The Consolidated Application is the *fiscal* mechanism used by the California Department of Education to distribute categorical funds from various state and federal programs to county offices, school districts, and charter schools throughout California. Annually, in June, each LEA submits Part I of the Consolidated Application to document participation in these programs and provide assurances that the district will comply with the legal requirements of each program.

## *Development Process for the LEA Plan*

LEAs must develop a single, coordinated, and comprehensive Plan that describes the educational services for all students that can be used to guide implementation of federal and state-funded programs, the allocation of resources, and reporting requirements. The development of such a plan involves a continuous cycle of assessment, parent and community involvement, planning, implementation, monitoring, and evaluation. The duration of the Plan should be five years. The Plan should be periodically reviewed and updated as needed, but at least once each year.

In developing the Plan, the LEA will review its demographics, test results, performance, and resources. Given that the majority of such information is readily available in the School Accountability Report Card (SARC), the Standardized Testing and Reporting (STAR) performance results, the Academic Performance Index (API) results, and other data sources, the LEA will find the data easy to access via the Internet. (See Appendix B for links to each of the web sites containing student and staff demographic information, SARC, STAR, and API data.) **The LEA is expected to gather and review its own information from these resources and use it to inform the planning process.**

The LEA Plan can serve as a summary of all existing state and federal programs and establish a focus for raising the academic performance of all student groups to achieve state academic standards. In the context of this plan, improvements in instruction, professional development, course offerings, and counseling and prevention programs are means of achieving specific academic and support services goals for all groups of students, including identified under-performing student groups. **Federal law requires that school site administrators, teachers and parents from the LEA (which includes direct-funded charter schools) must be consulted in the planning, development, and revision of the LEA Plan.**

The LEA Plan can be completed using the following recommended steps for plan development:

### **Step One: Measure the Effectiveness of Current Improvement Strategies**

#### Analyze Student Performance

Conduct a comprehensive data analysis of student achievement, including multiple measures of student performance. Identify all relevant assessments and apply thoughtful analyses of current educational practices to establish benchmarks aimed at raising academic performance for all students, especially identified student groups.

Tables of data for your schools and district are available online:

- API Reports - <http://www.cde.ca.gov/ta/ac/ap>
- Standardized Testing and Reporting (STAR) data - <http://www.cde.ca.gov/ta/tg/sr>
- LEA Accountability Reports of Annual Measurable Achievement Objectives (AMAOs) for English learners - <http://www.cde.ca.gov/sp/el/t3/acct.asp>
- AYP Reports – <http://www.cde.ca.gov/ta/ac/ay>



#### Step Four: Revise Improvement Strategies and Expenditures

For **district-operated** programs, identify the participants, expected performance gains, and means of evaluating gains. Indicate specific improvements and practical monitoring of their implementation and effectiveness. For **school-operated programs**, summarize those same elements from approved *Single Plans for Student Achievement*.

Identify available resources. Aside from fiscal resources available through federal and state funding, programmatic resources are available on the CDE Web site at <http://www.cde.ca.gov>. The Consolidated Application provides funding for **district-operated programs** (including reservations from Title I for various purposes, Title II, Title IV, and Tobacco-Use Prevention) as well as for **school-operated programs** (including Title I, Parts A and D, Title III, Title V, School Improvement, Economic Impact Aid, and 10<sup>th</sup> Grade Counseling).

#### Step Five: Local Governing Board Approval

The LEA Plan must be approved by the local governing board prior to submittal to CDE. Ensure that all required signatures are affixed. All subsequent amendments should be approved by the local governing board and kept on file with the original LEA Plan.

#### Step Six: Monitor Implementation

To verify achievement of performance targets, monitor areas such as: a) assignment and training of highly qualified staff; b) identification of participants; c) implementation of services; d) provision of materials and equipment; e) initial and ongoing assessment of performance; and f) progress made toward establishing a safe learning environment.

The analysis of data (student, school-wide, support services, professional development) is part of the ongoing program monitoring and evaluation. When results are *not* as expected, it may be helpful to consider the following: a) How are performance targets and activities based on student performance and factual assessment of current educational practice? b) How educationally sound is the plan to help reach the targets? c) How timely and effectively is the plan being implemented? d) If the plan has not been implemented as written, what were the obstacles to implementation?

You may use the next checklist to indicate planning steps as they are completed.

✓	<i>Planning Checklist for LEA Plan Development (Optional)</i>
	1. Measure effectiveness of current improvement strategies
	2. Seek input from staff, advisory committees, and community members
	3. Develop or revise performance goals
	4. Revise improvement strategies and expenditures
	5. Local governing board approval
	6. Monitor Implementation

## DISTRICT BUDGET FOR FEDERAL PROGRAMS

Please complete the following table with information for your district.

Programs	Prior Year District Carryovers	Current Year District Entitlements	Current Year Direct Services to Students at School Sites (\$)	Current Year Direct Services to Students at School Sites (%)
Title I, Part A	--	71,067	181,937	256%
Title I, NCLB, Basic School Support (SCOE Pass-through #3020)	--	--	--	--
Carl Perkins Act (3550)	--	3,700	3,515	95%
Title II Part A, Subpart 2, Improving Teacher Quality	29,317	62,898	57,450	91%
Title II Part A, Principal Training (4036)	1,741	--	--	--
Title III, Limited English Proficient	--	--	--	--
Title IV, Part A, Safe and Drug-free Schools and Communities (3710)	976	2,000	1,846	62%
Title IV, Part A, Safe and Drug-free Schools and Communities (3710) (SCOE Pass-through #3710)	--	16	16	100%
Title V, Part A, Innovative Programs -- Parental Choice (4110)	--	1,593	1,408	88%
Title V, Part A, Innovative Programs -- Parental Choice (SCOE Pass-through #4110)	--	1,010	893	88%
McKinney-Vento Homeless Education (SCOE Pass-through #5630)	--	12,870	11,589	90%
Small School Achievement Program (REAP) Title VI, Part B, Subpart 1 (5811)	17,193	22,532	39,725	100%
E-Rate (5830)	--	11,000	--	0%
IDEA, Special Education	--	--	--	--
21 <sup>st</sup> Century Community Learning Centers	--	--	--	--
Other (describe):				
<b>TOTAL</b>	49,227	188,686	298,379	125%

California High School Exit Exam (CAHSEE) (7055)	154	579	733	100%
Tobacco Use Prevention Education (Prop. 99) (6660)	673	703	1,126	82%
Tobacco Use Prevention Education (Prop 99) (SCOE Pass-through #6660)	52	51	91	88%
Immediate Intervention/ Underperforming Schools Program (II/USP)	--	--	--	--
School Safety and Violence Prevention Act (AB 1113) (6405)	73,463	25,000	32,854	33%
Tenth Grade Counseling (7375)	1,342	--	1,187	88%
Other (describe):				
<b>TOTAL</b>	<b>587,196</b>	<b>528,793</b>	<b>916,025</b>	<b>82%</b>

current conditions and consequences regarding violence, alcohol, tobacco, and other illegal drug use, including delinquency and serious discipline problems, among students who attend such schools (including private school students who participate in the drug and violence prevention program). This analysis is based on ongoing local assessment or evaluation activities (Sec. 4115 (a)(1)(A). California's Healthy Kids Survey may also provide useful information in this area. The Survey is available at [http://www.wested.org/pub/docs/chks\\_survey.html](http://www.wested.org/pub/docs/chks_survey.html).

### ***Descriptions – County Planning***

Once local strengths and needs are identified as a result of examining and evaluating current district-level data, specific descriptions can be written of how program goals will be implemented to improve student academic achievement. **On the pages that follow, the LEA will provide descriptions and information about how it plans to address the requirements of NCLB based upon results of the needs assessment.** Collectively, these descriptions, along with the Assurances in Part III of this document, comprise the LEA Plan.

#### ***County Profile***

In the space below, please provide a brief narrative description of your district. Include your district's vision/mission statement and any additional information about the make-up of your district in order to provide background and a rationale for the descriptions included in the LEA Plan.

#### **Sierra County Office of Education Mission Statement**

*Our purpose is to educate all students—to provide each student with successful learning experiences through innovative programs that develop positive intellectual, social and physical outcomes, which promote self-directed, lifelong learning and the ability to make responsible decisions.*

*To achieve this mission, the Sierra-Plumas Joint Unified School District, in partnership with parents and our richly varied communities, will provide a challenging, comprehensive and state-of-the-art education program delivered and supported by a highly competent staff and coordinated with community resources.*

#### **The District**

The Sierra County Office of Education serves all of Sierra County and the eastern quarter of Plumas County. The County is governed by a five person Governing Board, each member of which represents a defined geographical area of the County. The County Governing Board also serves as the Sierra County Board of Education. The County Superintendent's Office is located in Sierraville.

#### **Schools Of The District**

##### ***Downieville School***

This K-12 school, which is located in Downieville, the Sierra County seat, and serves the communities of Downieville, Sierra City, Goodyears Bar, and surrounding rural areas. The staff includes a part time principal, two teachers for the elementary grades K-6, three teachers for grades 7-12, one part time special education teacher and four part time classified employees. In 1989 the California Department of Education recognized the High School as a "Distinguished School". Enrollment is approximately 52.

##### ***Loyalton Elementary School***

Serves grades K-6. The school is located in the City of Loyalton adjacent to Loyalton High School. Children

If the LEA uses such assessments in addition to State Academic assessments, please provide a succinct description below, and indicate grade levels and students served with such assessments.

.so, please describe any other indicators that will be used in addition to the academic indicators described in Section 1111 for the uses described in that Section.

---

Due to the contributions of the district assessment team, SPJUSD incorporates benchmark assessments aligned with the California State Standards in all core curricular areas. This data is available to district teachers and administrators through the mathscores assessment program and the CBM math and language arts assessment program. Grades 7-12 will administer benchmark assessments on a quarterly basis; Grades K-6 will administer benchmark assessments at least three times a year.

High school students are provided with an on-site opportunity to take the PSAT/NMSQT.

District eleventh graders participate in the Early Assessment Program (EAP) in association with California State University.

Loyalton Middle school eighth graders will participate in the National Assessment of Educational Progress (NAEP) on a bi-yearly basis.

District curriculum-embedded assessment data may be recorded in the mathscores assessment program and/or CBM assessment programs. The data is made available for longitudinal studies to staff members.

<ul style="list-style-type: none"> <li>Continue individualized EL support in alignment with adopted curriculum K-12.</li> <li>District-wide ELA collaborative staff meetings will be held.</li> </ul>	<p>Administrators, EL Specialist, Teachers (2008-2009)</p> <p>Superintendent, Business Manager, Curriculum Coordinator, Site Administrators, ELA staff (2008-2013)</p>	<p>EL Aides</p> <p>Release Time</p>	<p>\$15,000</p> <p>\$2,000/year</p>	<p>7091</p> <p>7393</p>
<p>2. Use of standards-aligned instructional materials and strategies:</p> <ul style="list-style-type: none"> <li>Open Court textbooks and materials for K-6 and Holt 7-8 Literature programs have been purchased and are in use</li> <li>Holt Language Arts textbooks and materials for grades 9-12 have been purchased and are in use.</li> <li>AVID materials are in use for grades 9-12.</li> <li>The Language! Program has been purchased and is in use for grades 4-12 students needing intensive reading intervention.</li> <li>Use adopted supplemental curriculum resources for ELs Grades K-12.</li> <li>Standards will be posted in all K-12 classrooms. (2008-2013)</li> <li>Teachers will monitor on a regular basis student progress to insure mastery.</li> <li>Provide K-12 extended specialized educational services.</li> </ul>	<p>Administrative Council, School Board, Curriculum Coordinator (2007-2008)</p> <p>Curriculum Director, Site Administrators, and teaching staff</p> <p>Site Administrators and teaching staff (2006-2013)</p> <p>Site Administrator and Special Education staff (2006-2013)</p> <p>Site Administrators, EL Specialist, EL Aides (2010-2011)</p> <p>Site Administrators, teaching staff</p> <p>Site Administrators, teaching staff (2008-2013)</p> <p>Superintendent, Site Administrators, teaching staff, intervention aides (2009-2013)</p>	<p>Ancillaries</p> <p>Ancillaries</p> <p>Ancillaries</p> <p>Ancillaries</p> <p>Materials</p> <p>None</p> <p>None</p> <p>Materials</p>	<p>\$2,000/year</p> <p>\$1,000/year</p> <p>\$1,000/year</p> <p>\$250/year</p> <p>\$5,000</p> <p>None</p> <p>None</p> <p>\$1,000/year</p>	<p>6300</p> <p>6300</p> <p>1100</p> <p>1100</p> <p>7091</p> <p>N/A</p> <p>N/A</p> <p>1100</p>
<p>3. Extended learning time:</p> <ul style="list-style-type: none"> <li>Provide K-12 extended specialized educational services as needed.</li> </ul>	<p>Superintendent, Site Administrators, teaching staff, intervention aides (2008-2013)</p>	<p>Salaries</p>	<p>\$15,000/yr</p>	<p>3010</p> <p>7390</p>

<p>6. <b>Involvement of staff, parents, and community (including notification procedures, parent outreach, and interpretation of student assessment results to parents):</b></p> <ul style="list-style-type: none"> <li>• Each school will maintain a Site Council</li> <li>• Each site will conduct IEP meetings in accordance with IDEA regulations.</li> <li>• Each site will conduct Community Advisory Committee meetings</li> <li>• Each school site will mail to all parents their child(ren)'s assessment results</li> <li>• Each site will conduct parent conferences as appropriate</li> <li>• At the high school level parents will participate in Four-Year Planning</li> <li>• Monthly Student Achievement Award Assemblies where all parents of students being recognized are personally invited to attend.</li> </ul>	<p>Site Administrators, Business Manager, Superintendent (2008-2013)</p> <p>SELPA and resource staff (2008-2013)</p> <p>SELPA and resource staff (2008-2013)</p> <p>Site Administrators, School Secretaries (2008-2013)</p> <p>Site Administrators, teaching staff, parents (2008-2013)</p> <p>Site Administrators, teaching staff, parents, students (2008-2013)</p> <p>Site Administrators, teaching staff, parents, students (2008-2013)</p>	<p>None</p> <p>Postage Stationery</p> <p>None</p> <p>Postage</p>	<p>None</p> <p>\$250/year \$50/year</p> <p>None</p> <p>\$100/year</p>	<p>N/A</p> <p>0000- 2700</p> <p>N/A</p> <p>0000- 2700</p>
<p>7. <b>Auxiliary services for students and parents (including transition from preschool, elementary, and middle school):</b></p> <ul style="list-style-type: none"> <li>• Schools provide a transition program for all students beginning with pre-school to kindergarten and grade 8 to grade 9</li> <li>• IEP's are conducted in accordance with IEP transition plans</li> <li>• Title I Aides work in classrooms to assist teachers in helping students acquire reading skills.</li> <li>• High schools provide reading support to meet CAHSEE goals</li> <li>• High school students will be supported through strategic intervention classes.</li> </ul>	<p>First 5, Site Administrators, teaching staff (2008-2013)</p> <p>Resource specialist teacher (2008-2013)</p> <p>Title I Aides, teaching staff (2008-2013)</p> <p>Site Administrators, teaching staff (2008-2013)</p> <p>Site Administrators, teaching staff (2008-2013)</p>	<p>School Supplies</p> <p>Salary/Benefits</p> <p>Software</p> <p>Salary/Benefits</p>	<p>\$500/year</p> <p>\$75,000/yr</p> <p>\$700/year</p> <p>\$100,000/yr</p>	<p>First 5</p> <p>3010</p> <p>7055</p> <p>0000 3010</p>

**Performance Goal 1: All students will reach high standards, at a minimum, attaining proficiency or better in reading and mathematics, by 2013-2014.**

**Planned Improvement in Student Performance in Mathematics**

(Summarize information from district-operated programs and approved school-level plans)

Description of Specific Actions to Improve Education Practice in Mathematics	Persons Involved/ Timeline	Related Expenditures	Estimated Cost	Funding Source
<p>1. Alignment of instruction with content standards:</p> <ul style="list-style-type: none"> <li>Implement a certificated employee evaluation based on the California Standards for the Teaching Profession, which includes an assessment of standards-based instruction.</li> <li>BTSA Induction program materials and training aligned with California Academic Content Standards.</li> <li>Continue staff training in data management.</li> <li>K-12 teachers SDAIE/CLAD credentialed</li> <li>The district has purchased mathematics intervention programs for identified students in grades 3-12.</li> <li>IEP goals will be aligned with essential California Content Standards.</li> <li>Advanced Placement courses will continue to be offered in the high school schedules whenever possible and be made available to students with special needs.</li> <li>Adopt an EL intervention program for EL Grades K-12.</li> <li>District-wide mathematics collaborative staff meetings will be held.</li> </ul>	<p>Administrative Council and Union Representatives (2008-2013)</p> <p>BTSA Coach (2008-2013)</p> <p>Administrator and Curriculum Coordinator (2008-2013)</p> <p>Personnel Director, Site Staff and Administration (2008-2009)</p> <p>Administrators, Curriculum Council, SELPA Director, Special Education Teachers and Aides (2006-2013)</p> <p>Administrators, SELPA Director, Special Education Teachers. (2008-2013)</p> <p>Administrators, Curriculum Council, Staff (2008-2013)</p> <p>Administrators, EL Specialist, Teachers (2008-2009)</p> <p>Superintendent, Business Manager, Curr. Coord., Site Administrators, Staff (2008-2013)</p>	<p>None</p> <p>Salary of Coach</p> <p>Site Licenses Trainer Stipends</p> <p>None</p> <p>None</p> <p>None</p> <p>AP Institutes</p> <p>EL Aides</p> <p>Release Time</p>	<p>None</p> <p>\$2,000/ BTSA Teacher</p> <p>\$1,000/year</p> <p>None</p> <p>None</p> <p>None</p> <p>\$3,000/year</p> <p>\$2,000/year</p> <p>\$15,000</p>	<p>N/A</p> <p>7393</p> <p>4035 4035</p> <p>7393</p> <p>N/A</p> <p>N/A</p> <p>7393</p> <p>7091</p> <p>7393</p>



<p><b>4. Increased access to technology:</b></p> <ul style="list-style-type: none"> <li>Update SCOE and SPJUSD and all site technology plans to assure standards-based technology access for all students</li> <li>Use technology to provide interactive mathematics activities.</li> <li>Use technology to provide mathematics centers in primary grades.</li> <li>Purchase additional computers for classrooms</li> <li>Use technology to stimulate mathematics interest.</li> <li>Use web-based programs for grades 4-12 students needing mathematics intervention.</li> <li>Use PowerSchool software programs to inform parents of student test scores, grades, and homework.</li> <li>Use data management systems to set instructional goals.</li> </ul>	<p>Technology Coordinator, Site Administrators and Site Tech Coordinators (2008-2013)</p> <p>Teaching staff and instructional aides (2008-2013)</p> <p>Teaching staff and instructional aides (2008-2013)</p> <p>Administrators, Technology Coordinator, Site Tech Coordinators (2008-2013)</p> <p>Teaching staff and instructional aides (2008-2013)</p> <p>Administrators, Curriculum Council, SELPA Director, Special Education Teachers and Aides (2006-2013)</p> <p>District Technology Coordinator, Administration, Teachers, Parents (2008-2013)</p> <p>Administration, Edusoft Teacher Trainers, Teachers</p>	<p>None</p> <p>None</p> <p>Software</p> <p>Hardware</p> <p>Media/Hardware</p> <p>None</p> <p>Software Fees</p> <p>Trainer Fees Software License</p>	<p>None</p> <p>None</p> <p>\$1,000/year</p> <p>2008: \$100,000</p> <p>\$1,000/year</p> <p>None</p> <p>\$10,000/yr</p> <p>\$7,500/yr \$4,125/yr</p>	<p>N/A</p> <p>N/A</p> <p>1100</p> <p>Microsoft Vouchers 7396/3010 5811</p> <p>1100 7396/7395</p> <p>N/A</p> <p>4045/5811</p> <p>3020</p>
<p><b>5. Staff development and professional collaboration aligned with standards-based instructional materials:</b></p> <ul style="list-style-type: none"> <li>Teachers will be encouraged to participate in professional development.</li> <li>Teachers new to the district will participate in BTS/PA/AR when appropriate</li> </ul>	<p>Superintendent, Business Manager, Site Administrators, teaching staff (2008-2013)</p> <p>Superintendent, Site Administrators, teaching staff (2008-2013)</p>	<p>Registration Travel Expenses</p> <p>Registration Travel Expenses Stipends</p>	<p>\$5,000/ participant</p> <p>\$2,000/ participant</p>	<p>4036 7325</p> <p>4035 7393</p>

<p>7. <b>Auxiliary services for students and parents (including transition from preschool, elementary, and middle school):</b></p> <ul style="list-style-type: none"> <li>Schools provide a transition program for all students beginning with pre-school to kindergarten and grade 8 to grade 9</li> <li>Title I Aides assist teachers in helping students acquire math skills</li> <li>High schools provide math support to meet CAHSEE goals</li> <li>High school students will be supported through strategic intervention classes.</li> </ul>	<p>First 5, Site Administrators, teaching staff (2008-2013)</p> <p>Title I Aides, teaching staff (2008-2013)</p> <p>Site Administrators, teaching staff (2008-2013)</p> <p>Site Administrators, teaching staff (2008-2013)</p>	<p>School Supplies</p> <p>Salary/Benefits</p> <p>Software</p> <p>Salary/Benefits</p>	<p>\$500/year</p> <p>\$15,000/yr</p> <p>\$4,800/yr</p> <p>\$25,000/yr</p>	<p>First 5</p> <p>3010</p> <p>7055</p> <p>0000</p> <p>3010</p>
<p>8. <b>Monitoring program effectiveness:</b></p> <ul style="list-style-type: none"> <li>The governing board and administration will fully support the Public School Administration Accountability Act, NCLB 2001.</li> <li>SPJUSD will participate in all phases of the state's standards-based assessment system including the California Standards Tests</li> <li>Data and API will be used to monitor programs and drive changes in instructional practices</li> <li>Each site has a Single Plan for Student Achievement with the staff and site council monitoring and making revisions annually. Plans will be accessible on the SCOE website.</li> <li>Classroom teachers will monitor/assess mastery of standards and re-teach when necessary.</li> <li>Each school will prepare a School Accountability Report Card annually for publication, which is presented to and approved by the School Board.</li> </ul>	<p>Governing Board, Superintendent, and Site Administrators (2008-2013)</p> <p>Superintendent, Site Administrators, and teaching staff. (2008-2013)</p> <p>Site Administrators, Edusoft personnel, and teaching staff. (2008-2013)</p> <p>Site Administrators, Site Councils, and teaching staff. (2008-2013)</p> <p>Site Administrators, teaching staff, and instructional aides. (2008-2013)</p> <p>Site Administrators, School Board. (2008-2013)</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>SARC Service Fees</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>\$500/ Site/yr</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>7395</p>

**Performance Goal 2: All limited-English-proficient students will become proficient in English and reach high academic standards, at a minimum attaining proficiency or better in reading/language arts and mathematics.**

**Planned Improvement in Programs for LEP Students and Immigrants (Title III)**

(Summarize information from district-operated programs and approved school-level plans)

<p>Required Activities</p>	<p>1. (Per Sec. 3116(b) of NCLB, this Plan must include the following:</p> <ul style="list-style-type: none"> <li>a. Describe the programs and activities to be developed, implemented, and administered under the subgrant;</li> <li>b. Describe how the LEA will use the subgrant funds to meet all annual measurable achievement objectives described in Section 3122;</li> <li>c. Describe how the LEA will hold elementary and secondary schools receiving funds under this subpart accountable for: <ul style="list-style-type: none"> <li>▪ meeting the annual measurable achievement objectives described in Section 3122;</li> <li>▪ making adequate yearly progress for limited-English-proficient students (Section 111(b)(2)(B));</li> <li>▪ annually measuring the English proficiency of LEP students so that the students served develop English proficiency while meeting State Academic standards and student achievement (Section 111(b)(1));</li> </ul> </li> <li>d. Describe how the LEA will promote parental and community participation in LEP programs.</li> </ul> <p>2. Describe how the LEA will provide high quality language instruction based on scientifically based research (per Sec. 3115(c). The effectiveness of the LEP programs will be determined by the increase in: <ul style="list-style-type: none"> <li>• English proficiency; and</li> <li>• Academic achievement in the core academic subjects</li> </ul> </p>	<p>Description of how the LEA is meeting or plans to meet this requirement.</p> <p>The LEA does not receive Title III.</p> <p>The LEA does not receive Title III.</p>
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Allowable Activities

	Yes or No N/A	If yes, describe:
<p>7. Improve the English proficiency and academic achievement of LEP children.</p>	N/A	
<p>8. Provide community participation programs, family literacy services, and parent outreach and training activities to LEP children and their families –</p> <ul style="list-style-type: none"> <li>○ To improve English language skills of LEP children; and</li> <li>○ To assist parents in helping their children to improve their academic achievement and becoming active participants in the education of their children.</li> </ul>	N/A	
<p>9. Improve the instruction of LEP children by providing for –</p> <ul style="list-style-type: none"> <li>○ The acquisition or development of educational technology or instructional materials</li> <li>○ Access to, and participation in, electronic networks for materials, training, and communication; and</li> <li>○ Incorporation of the above resources into curricula and programs.</li> </ul>	N/A	
<p>10. Other activities consistent with Title III.</p>	N/A	

Required Activity	<p>h. information pertaining to parental rights that includes written guidance detailing –</p> <ul style="list-style-type: none"> <li>i. the right that parents have to have their child immediately removed from such program upon their request; and</li> <li>ii. the options that parents have to decline to enroll their child in such program or to choose another program or method of instruction, if available;</li> <li>iii. the LEA assists parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the LEA.</li> </ul>	The LEA does not receive Title III.
<p><b>Note:</b> Notifications must be provided to parents of students enrolled since the previous school year: not later than 30 days after the beginning of the school year. If students enroll after the beginning of the school year, parents must be notified within two weeks of the child being placed in such a program.</p>		N/A
<p><b>LEA Parent Notification Failure to Make Progress</b> If the LEA fails to make progress on the annual measurable achievement objectives it will inform parents of a child identified for participation in such program, or participation in such program, of such failure not later than 30 days after such failure occurs.</p>		N/A

**Performance Goal 3: *By 2008-09, all students will be taught by highly qualified teachers.***

**Summary of Needs and Strengths for Professional Development**

Based on a needs assessment of teacher data for your district, include a narrative that describes areas of needed professional development and areas where adequate professional development opportunities exist.

**[Description of activities under Title II, Part A, Subpart 1, Grants to LEA]**

STRENGTHS	NEEDS
<p>Fully implemented Beginning Teacher Support and Assessment Program.</p> <p>Support and training funded by professional development funds.</p> <p>Training in Literacy in the Content Areas offered to all district teachers of grades 7-12.</p> <p>CTAP courses available on-line to all teachers.</p> <p>AVID teachers participate in AVID seminars and summer workshops.</p> <p>Teachers of Advanced Placement courses, participate in AP Summer Institutes.</p>	<p>Training and acquisition of technology-based instructional materials.</p> <p>Opportunities for grade and subject collaboration.</p> <p>Subject area conferences/trainings needed.</p> <p>District support for continued training in implementation of content area programs.</p>

<ul style="list-style-type: none"> <li>Curriculum is reviewed by using data management systems to ensure satisfactory academic progress for all students. Disaggregated data is available for identifying significant subgroups performing below expected levels.</li> <li>The Leadership Team and Curriculum Council will review research annually on professional development activities and make recommendations for the Professional Development Plan.</li> <li>The Professional Development Committee/Curriculum Council will concentrate on those topics and formats that have the greatest positive impact on student learning.</li> <li>Professional Development resources will be concentrated in the areas identified through examination of test data and teacher recommendations.</li> <li>Teaching strategies and professional development used by the BTSA program will also be incorporated into the Professional Development Plan.</li> </ul>	<p>Administration, Curriculum Council</p> <p>Site and District Administration, Curriculum Council</p> <p>Site and District Administration, Curriculum Council</p> <p>Administrators, Teachers</p> <p>Administrators, BTSA Coordinator, Teachers</p>	<p>Site Licenses Trainer Stipends</p> <p>Time</p> <p>Time</p> <p>Time</p> <p>Time</p>	<p>\$1,000/year/site \$4,500/year</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>4035 4035</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>
<p>3. <b>How the activities will have a substantial, measurable, and positive impact on student academic achievement and how the activities will be used as part of a broader strategy to eliminate the achievement gap that separates low-income and minority students from other students:</b></p> <ul style="list-style-type: none"> <li>By employing periodic benchmark assessments will become aware of subgroup deficiencies and adjust curriculum as needed.</li> <li>Teachers will learn to analyze student work and investigate the link between instructional planning, instructional strategies, and student outcomes.</li> <li>Paraprofessionals will be adequately trained to complement the research-based curriculum and teaching strategies commensurate with their class assignment.</li> <li>Through staff development and curriculum alignment with academic standards and industry-improved curriculum, training, materials and equipment; all ROP students will be provided learning opportunities to improve their academic skills, career-technical skills for employment or advanced training.</li> </ul>	<p>Administrators, Edusoft Trainers, Teachers</p> <p>Administrators, Teachers, Trainers</p> <p>Administrators, Teachers, Paraprofessionals</p> <p>Administrators, Voc Ed Coordinator, Teachers</p>	<p>Site Licenses Trainer Stipends</p> <p>Time</p> <p>Registration, Travel Expenses, Substitutes</p> <p>Registration Travel Expenses, Substitutes</p>	<p>\$1,000/year/site \$4,500/year</p> <p>None</p> <p>\$5,000/year</p> <p>\$3,000/year</p>	<p>4035 4035</p> <p>N/A</p> <p>7393</p> <p>3550 4035 7393</p>

<p>8. How the LEA, teachers, paraprofessionals, principals, other relevant school personnel, and parents have collaborated in the planning of professional development activities and in the preparation of the LEA Plan:</p> <ul style="list-style-type: none"> <li>School Site Councils meeting regularly to plan, recommend, and approve expenditures for professional development.</li> <li>The following groups may include teachers, parents, and students who meet on a regular basis to research and make recommendations regarding professional development activities: <ul style="list-style-type: none"> <li>School Site Councils</li> <li>Leadership</li> <li>School Staff</li> <li>Curriculum Council</li> <li>Professional Development Committee</li> </ul> </li> <li>Strategic Planning activities will be conducted at least annually and will examine the Professional Development Plan and ensure that the recommendations are commensurate with needs and goals.</li> </ul>	<p>Administrators, School Site Council Members</p> <p>Administrators Group, Council, and Committee Members</p> <p>District/County Superintendent, Administrators</p>	<p>Training Materials</p> <p>Training Release Time Meeting Supplies Mailings</p> <p>Meeting Supplies Meeting Announcements</p>	<p>\$500/year minimal</p> <p>\$500/year</p> <p>\$300/year</p>	<p>4035 7393</p> <p>7396 7395</p> <p>7395 7396</p>
<p>9. How the LEA will provide training to enable teachers to:</p> <p>Teach and address the needs of students with different learning styles, particularly students with disabilities, students with special learning needs (including students who are gifted and talented), and students with limited English proficiency;</p> <p>Improve student behavior in the classroom and identify early and appropriate interventions to help all students learn;</p> <p>Involve parents in their child's education; and</p> <p>Understand and use data and assessments to improve classroom practice and student learning.</p> <ul style="list-style-type: none"> <li>Data Management system trainers provide training to staff in using data management for formative and summative assessments and the use of test data which allows the teachers to design curriculum to meet the diverse</li> </ul>	<p>Administrator and Curriculum Coordinator</p>	<p>Site Licenses Trainer Stipends</p>	<p>\$1,000/site/year \$4,500/year</p>	<p>4035 4035</p>



<p>10. How the LEA will use funds under this subpart to meet the requirements of Section 1119:</p> <ul style="list-style-type: none"> <li>The Leadership Team meets to appropriately designate the use of funding to meet the identified Professional Development needs.</li> </ul>				<p><i>We do not receive Title II, Part D funds.</i></p>	
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**Environments Conducive to Learning (Activities):**

Please list the activities or programs supported by all NCLB or state funded programs that the LEA will implement to support students physically, socially, emotionally, intellectually, and psychologically in environments that are conducive to learning. Include programs and strategies designed to address students' barriers to learning (e.g. attendance and behavior). Include a copy of the LEA's code of conduct or policy regarding student behavior expectations.

**ACTIVITIES**

Comprehensive Safety Plan updated annually

Conduct Code

Regularly scheduled emergency drills

Friday Night Live/Club Live

Small class sizes throughout the district

Paraprofessionals in the classrooms

School Attendance Review Board (SARB)

Response to Intervention/Behavioral Support Plans

Counseling available through Sierra County Mental Health

Juvenile Justice Commission

PowerSchool access

ROP classes include workplace safety training as part of the curriculum

Peacebuilders and Peace Mediators are in place in district schools

**Performance Goal 4: *All students will be educated in learning environments that are safe, drug-free, and conducive to learning.***

Safe and Drug Free Schools and Communities (SDFSC) and Tobacco Use Prevention Education (TUPE)

**Prevention Program Performance Indicators (4115(a)(1)(B)):**

The LEA is required to establish a biennial goal for all of the performance indicators listed below. List specific performance indicators for each grade level served, and for each listed measure, as well as the date of, and results from, the baseline administration of the Healthy Kids Survey:

Alcohol, Tobacco, Other Drug Use, and Violence Prevention Performance Measures From the California Healthy Kids Survey	Most Recent Survey date: Spring, 2007 Baseline Data	Biennial Goal (Performance Indicator)
The percentage of students that have ever tried tobacco will <b>decrease</b> biennially by:	7th 22% 9th 35%	7th 18% 9th 31%
The percentage of students that have used cigarettes within the past 30 days will <b>decrease</b> biennially by:	7th 3% 9th 13% 11th 12%	7th 1% 9th 11% 11th 10%
The percentage of students that have used marijuana will <b>decrease</b> biennially by:	7th 3% 9th 28% 11th 20%	7th 1% 9th 26% 11th 18%
The percentage of students that have used alcohol within the past 30 days will <b>decrease</b> biennially by:	7th 9% 9th 26% 11th 24%	7th 7% 9th 24% 11th 22%
The percentage of students that have used marijuana within the past 30 days will <b>decrease</b> biennially by:	7th 0% 9th 11% 11th 12%	7th 0% 9th 9% 11th 10%
The percentage of students who feel very safe at school will <b>increase</b> biennially by:	7th 12% 9th 27% 11th 56%	7th 15% 9th 30% 11th 59%
The percentage of students that have been afraid of being beaten up during the past 12 months will <b>decrease</b> biennially by:	7th 12% 9th 24% 11th 0%	7th 10% 9th 22% 11th 0%

**Science Based Programs (4115 (a)(1)(C)):**

*The LEA must designate and list the science-based programs (programs proven by science to effectively prevent tobacco use, alcohol use, other drug use, and violence) selected from Appendix C. From Appendix C, list the scientifically based programs the LEA will adopt and implement to serve 50 percent or more of the students in the target grade levels. Indicate below your program selections, and provide all other requested information.*

Science-Based Program Name	Program ATODV Focus	Target Grade Levels	Target Population Size	Purchase Date	Staff Training Date	Start Date
Peacebuilders/Peace Mediators	ATODV	9-12	120	2008	5/2008	05/2008
Peacebuilders	ATODV	K-8	219	2000	2000	2000
Project ALERT	ATODV	6-8	80	1998	1998/2008	1998

**Research-based Activities (4115 (a)(1)(C)):**

Based on the research cited in Appendix D, check the box for each activity the LEA will implement as part of the comprehensive prevention program and provide all other requested information.

Check	Activities	Program ATODV Focus	Target Grade Levels
	After School Programs		
X	Conflict Mediation/Resolution	ATODV	9-12
X	Early Intervention and Counseling	ATODV	K-12
	Environmental Strategies		
X	Family and Community Collaboration	ATODV	K-12
	Media Literacy and Advocacy		
X	Mentoring	ATODV	7-12
X	Peer-Helping and Peer Leaders	ATODV	9-12
X	Positive Alternatives	ATODV	3-12
X	School Policies	ATODV	K-12
	Service-Learning/Community Service		
	Student Assistance Programs		
X	Tobacco-Use Cessation	ATODV	7-12
	Youth Development, Caring Schools Caring Classrooms		
	Other Activities		

**Evaluation and Continuous Improvement (4115 (a)(2)(A)):**

Provide a description for how the LEA will conduct regular evaluations of the effectiveness of the LEA's alcohol, tobacco, other drug use and violence prevention program. Describe how the results of the evaluation will be used to refine, improve and strengthen the program.

Results of the California Healthy Kids Survey will be analyzed to determine the effectiveness of current programs and activities. Students complete pre- and post-tests after curriculum series to assess growth in knowledge, changes in attitudes, and intentions to avoid the use of ATOD and participation in violent acts. Continue to collect data on suspensions and incidents related to alcohol, tobacco, drugs, and violence.

**Use of Results and Public Reporting (4115 (a)(2)(B)):**

Describe the steps and timeline the LEA will use to publicly report progress toward attaining performance measures for the SDFSC and TUPE programs. Describe how the evaluation results will be made available to the public including how the public will be provided notice of the evaluation result's availability.

Each year SCOE will publish the School Accountability Report Cards (SARC), which include a progress report on meeting the Safe and Drug Free Schools and Communities (SDFSC) performance measures. The SARCs will be posted on the Internet and be available at school sites and the District Office.

Baseline data from the CHKS will be updated each time the survey is conducted. Goals will be set based upon data collected.

Results of the most recent CHKS will be published on the district website.

**Mandatory Safe and Drug Free Schools and Communities (4114(d)(2)(E)):**

Briefly describe how SDFSC funded program services will be targeted to the LEA's schools and students with the greatest need. (Section 4114 [d][3])

All of the alternative school programs are comprised of students that have been identified as students with "greatest needs." The population served is the delinquent, expelled, and behaviorally challenged. They are referred to the programs primarily for drug, alcohol, or violent offenses either by their local district or the probation department. All of the programs and curriculum are focused

All pregnant minors are referred to county programs.

**TUPE Funded Positions (Health & Safety Code 104420(b)(3)):**

Provide full time equivalent (FTE) staffing configuration for all TUPE-funded positions. (Health and Safety Code section 104420 [b](3))

Position/Title	Full time equivalent
N/A	

<b>5.2</b> (Dropouts)	Activities listed above assist students in completing district graduation requirements or determining alternative paths to graduation.	K-12	Ongoing All Staff	CSIS Annual Maintenance Accurately Tracks Dropout Rate	No Cost
<b>5.3</b> (Advanced Placement)	The school district offers a full array of Advanced Placement courses and students may access these courses.	10-12	Annual Assessment & Scheduling Four-Year Planning All Staff	UC/CSU Entrance Requirements Met CSIS Annual Maintenance	7375 7396
	Teachers are trained in Advanced Placement teaching and curriculum.	10-12	Annual AP Institutes AP Teachers	Completion of Training	4035 7393
	AP Exams are offered at each secondary school site.	10-12	Annual Scheduling Administration	School Schedules	No Cost

### Additional Mandatory Title I Descriptions

Please include in the space below the following descriptions mandated by NCLB legislation. If the LEA has already included any of the descriptions, they do not need to be provided again here; please indicate the page number or section of the Plan where this information is included.

Please describe the poverty criteria that will be used to select school attendance areas under Section 1113.

Sierra-Plumas Joint Unified School District has an enrollment of less than 1000 ADA. This section is N/A.

Please describe how teachers, in consultation with parents, administrators, and pupil services personnel in targeted assistance schools under Section 1115 will identify the eligible children most in need of services under this part.

SPJUSD currently has no targeted assistance schools.

## **Additional Mandatory Title I Descriptions**

(continued)

### ***Coordination of Educational Services***

In the space below, please describe how the LEA will coordinate and integrate educational services at the LEA or individual school level in order to increase program effectiveness, eliminate duplication, and reduce fragmentation of the instructional program. Include programs such as:

Even Start; Head Start; Reading First; Early Reading First and other preschool programs (including plans for the transition of participants in such programs to local elementary school programs; services for children with limited English proficiency; children with disabilities; migratory children; neglected or delinquent youth; Native American (Indian) students served under Part A of Title VII; homeless children; and immigrant children.

Currently SPJUSD has no students identified as immigrant children. The homeless population is served at each individual site using homeless funds to ensure equal opportunity to all program offerings. Augmentation of the costs for programs that would be financially prohibitive is provided through the homeless grant.



## ASSURANCES

To assure the LEA's eligibility for funds included in this Plan, the Superintendent must provide an original signature below attesting to compliance with all of the following statements.

### GENERAL ASSURANCES

1. Each such program will be administered in accordance with all applicable statutes, regulations, program plans, and applications.
2. The LEA will comply with all applicable supplement not supplant and maintenance of effort requirements.
3. (a) The control of funds provided under each program and title to property acquired with program funds will be in a public agency, a non-profit private agency, institution, organization, or Indian tribe, if the law authorizing the program provides for assistance to those entities; (b) the public agency, non-profit private agency, institution or organization, or Indian tribe will administer the funds and property to the extent required by the authorizing law.
4. The LEA will adopt and use proper methods of administering each such program, including – (a) the enforcement of any obligations imposed by law on agencies, institutions, organizations, and other recipients responsible for carrying out each program; and (b) the correction of deficiencies in program operations that are identified through audits, monitoring, or evaluation.
5. The LEA will cooperate in carrying out any evaluation of each such program conducted by, or for, the State educational agency, the Secretary, or other Federal officials.
6. The LEA will use such fiscal control and fund accounting procedures as will ensure proper disbursement of, and accounting for, Federal funds paid to the applicant under each such program.
7. The LEA will – (a) submit such reports to the State educational agency (which shall make the reports available to the Governor) and the Secretary as the State educational agency and Secretary may require to enable the State educational agency and Secretary to perform their duties under each such program; and (b) maintain such records, provide such information, and afford such access to the records as the State educational agency (after consultation with the Governor) or the Secretary may reasonably require to carry out the State educational agency's or the Secretary's duties.
8. The LEA has consulted with teachers, school administrators, parents, and others in the development of the local consolidated application/LEA Plan to the extent required under Federal law governing each program included in the consolidated application/LEA Plan.
9. Before the application was submitted, the LEA afforded a reasonable opportunity for public comment on the application and considered such comment.

22. Inform eligible schools of the local educational agency's authority to obtain waivers on the school's behalf under Title IX.
23. Coordinate and collaborate, to the extent feasible and necessary as determined by the local educational agency, with the State educational agency and other agencies providing services to children, youth, and families with respect to a school in school improvement, corrective action, or restructuring under section 1116 if such a school requests assistance from the local educational agency in addressing major factors that have significantly affected student achievement at the school.
24. Ensure, through incentives for voluntary transfers, the provision of professional development, recruitment programs, or other effective strategies, that low-income students and minority students are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers.
25. Use the results of the student academic assessments required under section 1111(b)(3), and other measures or indicators available to the agency, to review annually the progress of each school served by the agency and receiving funds under this part to determine whether all of the schools are making the progress necessary to ensure that all students will meet the State's proficient level of achievement on the State academic assessments described in section 1111(b)(3) within 12 years from the baseline year described in section 1111(b)(2)(E)(ii).
26. Ensure that the results from the academic assessments required under section 1111(b)(3) will be provided to parents and teachers as soon as is practicably possible after the test is taken, in an understandable and uniform format and, to the extent practicable, provided in a language or other mode of communication that the parents can understand.
27. Assist each school served by the agency and assisted under this part in developing or identifying examples of high-quality, effective curricula consistent with section 1111(b)(8)(D) and *California Education Code Section 64001*.
28. Ensure that schools in school improvement status spend not less than ten percent of their Title I funds to provide professional development (in the area[s] of identification to teachers and principals) for each fiscal year.
29. Prepare and disseminate an annual LEA report card in accordance with section 1111(h)(2).
30. Where applicable, the applicant will comply with the comparability of services requirement under section 1120A(c). In the case of a local educational agency to which comparability applies, the applicant has established and implemented an agency-wide salary schedule; a policy to ensure equivalence among schools in teachers, administrators, and other staff; and a policy to ensure equivalence among schools in the provision of curriculum materials and instructional supplies. Documentation will be on file to demonstrate that the salary schedule and local policies result in comparability and will be updated biennially.

#### **TITLE I, PART D – SUBPART 2**

31. Where feasible, ensure that educational programs in the correctional facility are coordinated with the student's home school, particularly with respect to a student with an individualized education program under Part B of the Individuals with Disabilities Education Act.

- A description of the type and costs of technology to be acquired with Ed Tech funds, including provisions for interoperability of components.
  - A description of how the applicant will coordinate activities funded through the Ed Tech program with technology-related activities supported with funds from other sources.
  - A description of how the applicant will integrate technology into curricula and instruction, and a timeline for this integration.
  - Innovative delivery strategies – a description of how the applicant will encourage the development and use of innovative strategies for the delivery of specialized or rigorous courses and curricula through the use of technology, including distance-learning technologies, particularly in areas that would not otherwise have access to such courses or curricula due to geographical distances or insufficient resources.
  - A description of how the applicant will use technology effectively to promote parental involvement and increase communication with parents.
  - Collaboration with adult literacy service providers.
  - Accountability measures – a description of the process and accountability measures that the applicant will use to evaluate the extent to which activities funded under the program are effective in integrating technology into curricula and instruction, increasing the ability of teachers to teach, and enabling student to reach challenging state academic standards.
  - Supporting resources – a description of the supporting resources, such as services, software, other electronically delivered learning materials, and print resources that will be acquired to ensure successful and effective uses of technology.
36. The LEA must use a minimum of 25 percent of their funds to provide ongoing, sustained, and intensive high quality professional development in the integration of advanced technology into curricula and instruction and in using those technologies to create new learning environments.
37. **Any LEA that does not receive services at discount rates under section 254(h)(5) of the Communications Act of 1934 (47 U.S.C. 254(h)(5)) hereby assures the SEA that the LEA will not use any Title II, Part D funds to purchase computers used to access the Internet, or to pay for direct costs associated with accessing the Internet, for such school unless the school, school board, local educational agency, or other authority with responsibility for administration of such school:**
- has in place a policy of Internet safety for minors that includes the operation of a technology protection measure with respect to any of its computers with Internet access that protects against access through such computers to visual depictions that are obscene, child pornography, or harmful to minors; and
  - is enforcing the operation of such technology protection measure during any use of such computers by minors; and
  - has in place a policy of Internet safety that includes the operation of a technology protection measure with respect to any of its computers with Internet access that protects against access through such computers to visual depictions that are obscene or child pornography, and is enforcing the operation of such technology protection measure during any use of such computers.
  - Any LEA that does receive such discount rates hereby assures the SEA that it will have in place a policy of Internet safety for minors required by Federal or State law.

- Security procedures at school and while students are on the way to and from school.
- Prevention activities that are designed to create and maintain safe, disciplined, and drug-free environments.
- A crisis management plan for responding to violent or traumatic incidents on school grounds.
- A code of conduct policy for all students that clearly states the responsibilities of students, teachers, and administrators in maintaining a classroom environment that:
  - Allows a teacher to communicate effectively with all students in the class.
  - Allows all students in the class to learn.
  - Has consequences that are fair, and developmentally appropriate.
  - Considers the student and the circumstances of the situation.
  - Is enforced accordingly.

50. The application and any waiver request under section 4115(a)(3) (to allow innovative activities or programs that demonstrate substantial likelihood of success) will be available for public review after submission of the application.

**TITLE IV, PART A, SUBPART 3**

51. The LEA assures that it has, in effect, a written policy providing for the suspension from school for a period of not less than one year of any student who is determined to have brought a firearm to school or who possesses a firearm at school and the referral of a student who has brought a weapon or firearm to the criminal or juvenile justice system. Such a policy may allow the Superintendent to modify such suspension requirement for a student on a case-by-case basis.

**TITLE V, PART A**

52. The LEA has provided, in the allocation of funds for the assistance authorized by this part and in the planning, design, and implementation of such innovative assistance programs, for systematic consultation with parents of children attending elementary schools and secondary schools in the area served by the LEA, with teachers and administrative personnel in such schools, and with such other groups involved in the implementation of this part (such as librarians, school counselors, and other pupil services personnel) as may be considered appropriate by the LEA.

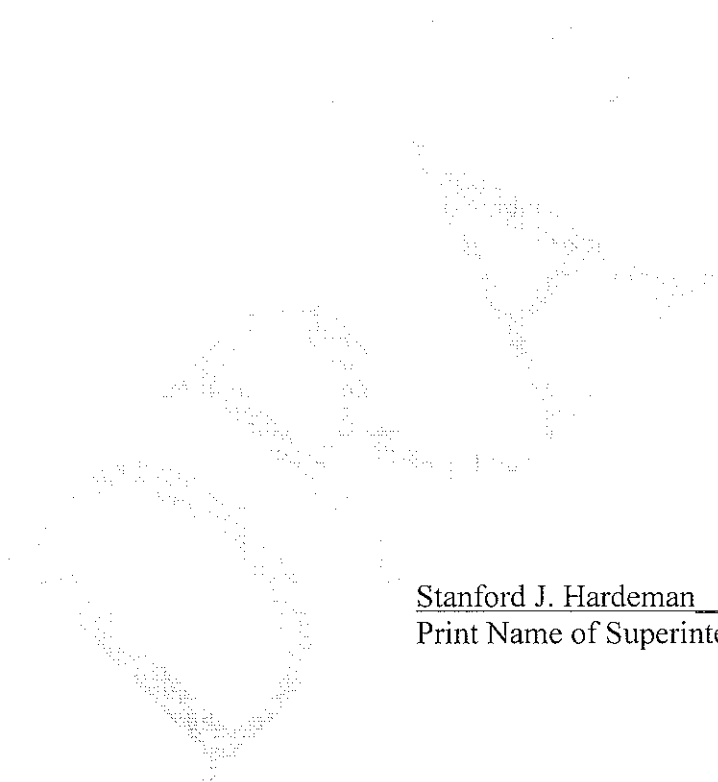
53. The LEA will comply with this Part, including the provisions of section 5142 concerning the participation of children enrolled in private nonprofit schools.

54. The LEA will keep such records, and provide such information to the SEA, as may be reasonably required for fiscal audit and program evaluation.

55. The LEA will annually evaluate the programs carried out under this Part, and that evaluation:

- will be used to make decisions about appropriate changes in programs for the subsequent year;

# SIGNATURE PAGE



Stanford J. Hardeman \_\_\_\_\_  
Print Name of Superintendent

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date

- 2.3 **Performance indicator:** The percentage of limited-English-proficient students who are at or above the proficient level in mathematics on the State's assessment, as reported for performance indicator 1.2.

**Performance Goal 3: *By 2005-2006, all students will be taught by highly qualified teachers.***

- 3.1 **Performance indicator:** The percentage of classes being taught by "highly qualified" teachers (as the term is defined in section 9101(23) of the ESEA), in the aggregate and in "high-poverty" schools (as the term is defined in section 1111(h)(1)(C)(viii) of the ESEA).
- 3.2 **Performance indicator:** The percentage of teachers receiving high-quality professional development. (See definition of "professional development" in section 9101(34).)
- 3.3 **Performance indicator:** The percentage of paraprofessionals (excluding those with sole duties as translators and parent involvement assistants) who are qualified. (See criteria in section 1119(c) and (d).)

**Performance Goal 4: *All students will be educated in learning environments that are safe, drug free, and conducive to learning.***

- 4.1 **Performance indicator:** The percentage of persistently dangerous schools, as defined by the State.

**Performance Goal 5: *All students will graduate from high school.***

- 5.1 **Performance indicator:** The percentage of students who graduate from high school, with a regular diploma:
- disaggregated by race, ethnicity, gender, disability status, migrant status, English proficiency, and status as economically disadvantaged; and,
  - calculated in the same manner as used in National Center for Education Statistics reports on Common Core of Data.
- 5.2 **Performance indicator:** The percentage of students who drop out of school:
- disaggregated by race, ethnicity, gender, disability status, migrant status, English proficiency, and status as economically disadvantaged; and
  - calculated in the same manner as used in National Center for Education Statistics reports on Common Core of Data.

## APPENDIX C

### Science-Based Programs

Science-based research has provided evidence of effectiveness for the following school-based prevention programs. Each of the listed programs have been identified as a research-validated, exemplary, or model program by one or more of the following agencies: The California Healthy Kids Resource Center, the Center for Substance Abuse Prevention, United States Department of Education's Expert Panel, or the University of Colorado's Center for the Study and Prevention of Violence. Some of these programs are also discussed in the California Department of Education's publication Getting Results. Websites where additional information can be found about each program's description, target population, and outcomes are listed below. The code in the last column of the menu provides a quick reference indicating which websites have information specific to each program.

A: < <http://www.californiahealthykids.org> > (California Healthy Kids Resource Center: Research-Validated Programs)

B: < <http://www.colorado.edu/esp/blueprints/model/overview.html> > (University of Colorado: Blueprints)

C: < <http://modelprograms.samhsa.gov/> > (Center for Substance Abuse Prevention: Model Programs)

D: < <http://www2.edc.org/msc/model.asp> > (United States Department of Education: Expert Panel)

E: < <http://www.gettingresults.org/> > (Getting Results)

### School-Based Programs

Name	Intended program outcomes and target grade levels. See research for proven effectiveness										Website
	Grade	Alcohol	Tobacco	Drugs	Violence	Youth Dev.					
Across Ages	4 to 8	X	X	X		X					C.
All Stars™	6 to 8	X	X	X							A, C, D, E
ATLAS (Athletes Training and Learning to Avoid Steroids)	9 to 12	X		X							A, B, C, D
Border Binge Drinking Reduction Program	K to 12	X						X			C.
Child Development Project/Caring School Community	K to 6	X		X		X		X			A, B, C, D, E
Cognitive Behavioral Therapy for Child Sexual Abuse	Families							X			C
Cognitive Behavioral Therapy for Child Traumatic Stress	Families							X			C
Coping Power	5 to 8			X		X		X			C
DARE To Be You	Pre-K	X		X		X		X			A, C.
Early Risers Skills for Success	K to 6							X			C.
East Texas Experiential Learning Center	7	X	X	X		X		X			C
Friendly PEERsuation	6 to 8	X									C
Good Behavior Game	1 to 6							X			B, C
High/Scope Perry Preschool Project	Pre-K							X		X	B, C, E
I Can Problem Solve	Pre-K							X			A, B, D
Incredible Years	K to 3							X			B, C.
Keep A Clear Mind	4 to 6	X	X	X							A, C.
Leadership and Resiliency	9 to 12									X	C.
Botvin's LifeSkills™ Training	6 to 8	X	X	X		X		X			A, B, C, D, E
Lions-Quest Skills for Adolescence	6 to 8									X	D, C, E
Minnesota Smoking Prevention Program	6 to 10			X							A, D, E





## APPENDIX E

<b>Promising or Favorable Programs</b>							
<p>Either the United States Department of Education's Expert Panel, the University of Colorado's Center for the Study and Prevention of Violence, or the Center for Substance Abuse Prevention has identified the programs listed below as producing a consistent positive pattern of results (CSAP) or have evidence of a deterrent effect (Blueprints) but otherwise did not match all of the criteria established by these agencies to be identified as an exemplary or model program. The code in the last column of the chart provides a quick reference indicating which web sites have information specific to each program.</p> <p>A: &lt; <a href="http://www.californiahealthykids.org">http://www.californiahealthykids.org</a> &gt; (California Healthy Kids Resource Center)</p> <p>B: &lt; <a href="http://www.colorado.edu/cspv/blueprints/model/overview.html">http://www.colorado.edu/cspv/blueprints/model/overview.html</a> &gt; (University of Colorado: Blueprints)</p> <p>C: <a href="http://modelprograms.samhsa.gov">http://modelprograms.samhsa.gov</a> &gt; (Center for Substance Abuse Prevention)</p> <p>D: <a href="http://www2.ed.gov/admins/lead/safety/exemplary01/panel.html">http://www2.ed.gov/admins/lead/safety/exemplary01/panel.html</a> &gt; (United States Department of Education: Expert Panel)</p> <p>E: &lt; <a href="http://www.gettingresults.org/">http://www.gettingresults.org/</a> &gt; (Getting Results)</p>							
Name	Grade, or Setting	Alcohol	Tobacco	Drug	Violence	Youth Dev.	Web site
Adolescent Alcohol Prevention Trial	5 to 7			x			C
Aggression Replacement Training	School				x		D
Aggressors, Victims, and Bystanders	6 to 9				x		D
Al'sPal's: Kids Making Healthy Choices	Pre K to 2				x		D
Baby Safe (Substance Abuse Free Environment) Hawaii	Families	x	x	x			C
Basement Bums	6 to 8		x				A
Be a Star	K to 6					x	C
Behavioral Monitoring and Reinforcement	7 to 8			x	x		C
Bilingual/Bicultural Counseling and Support Services	Communities	x		x			C
Bully Proofing Your School	K to 8				x		B
CAPSLE (Creating a Peaceful School Learning Environment)	K to 5				x		B
Club Hero	6					x	C
Coca-Cola Valued Youth Program (CCVYP)	School					x	B
Colorado Youth Leadership Project	7	x				x	C
Comer School Development Program (CSDP)	School					x	B
EarlsCourt Social Skills Group Program	K to 6					x	B
Effective Black Parenting Program (EBPP)	Families				x		B
Facing History and Ourselves	7 to 12				x		D
Family Health Promotion	Families	x	x	x		x	C
FAST Track	1 to 6				x		B
Get Real About Violence	K to 12				x		C
Growing Healthy	K to 6	x	x	x			D
Intensive Protective Supervision Program	Community				x		B
Iowa Strengthening Families Program	Family	x					B
Kids Intervention with Kids in School (KIKS)	6 to 12	x	x	x	x	x	C
Let Each One Teach One	Mentoring					x	D
Linking the Interests of Families and Teachers (LIFT)	1 to 5				x		B, C, D
Lion's Quest Working Toward Peace	5 to 9				x		D
Massachusetts Tobacco Control Program	7 to 12		x				C
Michigan Model for Comprehensive School Health Education	K to 12	x	x	x			D

STANFORD J. HARDEMAN  
SUPERINTENDENT

## NOTICE OF PUBLIC HEARING

### Notice Is Hereby Given That

**Sierra-Plumas Joint Unified School District Governing Board, and  
Sierra County Office of Education**

will hold a public hearing on Tuesday, October 9, 2012, at 6:00 P.M. at  
Downieville School, for the purpose of:

**Receiving public comment on textbooks or instructional  
materials, or both, in each subject that is consistent with  
the content and cycles of the curriculum framework  
adopted by the State board.**

The Governing Board will also make a determination as to the availability of  
laboratory science equipment as applicable to science laboratory courses  
offered in grades 9 to 12 inclusive (Education Code 60119).

The Sierra-Plumas Joint Unified School District will determine through a  
resolution that they have adhered to all laws and regulations regarding the  
expenditure of instructional materials funding.

  
Stanford J. Hardeman

**SIERRA COUNTY OFFICE OF EDUCATION**

**RESOLUTION NO. 12-007**

**SUFFICIENCY OF TEXTBOOKS OR INSTRUCTIONAL MATERIALS**

**WHEREAS**, the Governing Board of the Sierra County Office of Education, in order to comply with the requirements of Education Code 60119, held a public hearing on October 9, 2012, at 6 o'clock, which is on or before the eighth week of school and which did not take place during or immediately following school hours, and;

**WHEREAS**, the Board provided at least 10 days notice of the public hearing by posting it in at least three public places within the district stating the time, place, and purpose of the hearing, and;

**WHEREAS**, the Board encouraged participation by parents/guardians, teachers, members, of the community, and bargaining unit leaders in the public hearing, and;

**WHEREAS**, information provided at the public hearing detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the Sierra-Plumas Joint Unified School District, and;

**WHEREAS**, the definition of "sufficient textbooks or instructional materials" means that each student, including English learners, has a textbook or instructional materials, or both, to use in class and to take home, which may include materials in a digital format but shall not include photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage, and;

**WHEREAS**, between the 2008-09 through the 2012-13 fiscal years, the definition of "sufficient textbooks or instructional materials" also means that all students who are enrolled in the same course within the Sierra-Plumas Joint Unified School District, have standards-aligned textbooks or instructional materials from the same adoption cycle, and;

**WHEREAS**, sufficient textbooks and instructional materials were provided to each student, including English learners, that are aligned to the academic content standards and consistent with the cycle and content of the curriculum frameworks in the following subjects;

**Mathematics**

Saxon - Math K-4, Grades K, 1, 2, 3  
Macmillan/McGraw-Hill/Glencoe - California Mathematics – Grades 4-7  
Prentice Hall - Geometry, Grades 8-12  
Prentice Hall - Pre-Algebra, Grades 8-12  
Glencoe - Algebra I, Grades 8-12  
Glencoe - Algebra II, Grades 8-12  
Houghton Mifflin - Pre Calculus  
Houghton Mifflin - Calculus

**Science** Glencoe/McGraw Hill – Biology, Chemistry, Physics  
Harcourt – California Edition, Grades 2-5  
Holt – Earth Science - 6, Life Science - 7, Physical Science - 8

**History/  
Social Science** Glencoe – Geography  
Prentice Hall – Am. Government, Economics  
Holt – US History  
Holt - Medieval to Early Modern Times  
Holt - United States History, Independence to 1914  
Holt Rinehart Winston – Ancient Civilizations, Grades 6, 7, 8  
Houghton-Mifflin – Neighborhoods, Communities, US History -  
Grades K-5<sup>th</sup>  
McDougal-Littell – Modern World

**English/Language Arts (including the English language development component of an adopted program)** SRA/McGraw Hill - Open Court Reading – K-6  
Holt, Rinehart & Winston – Language Arts & Literature, Grades 9-12  
Norton - The Norton Reader  
Pearson Longman - Everyday Use: Rhetoric at Work in Reading and Writing

**WHEREAS**, sufficient textbooks or instructional materials were provided to each student enrolled in foreign language or health classes, and;

**WHEREAS**, laboratory science equipment was available for science laboratory classes offered in grades 9-12, inclusive:

**THEREFORE, IT IS RESOLVED THAT** for the 2012-2013 school year, the Sierra County Office of Education, has provided each student with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

**PASSED AND ADOPTED** at a regular meeting of the Sierra County Office of Education Governing Board held on October 9, 2012, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

VACANT: ONE

---

Todd York, Clerk

# Proposed

## Sierra County/Sierra-Plumas Joint USD

### Board Policy

#### Civil And Legal Rights

BP 4119.1, 4219.1, 4319.1

#### Personnel

AR The Governing Board believes that the personal life of an employee is not an appropriate concern of the district, except as it may directly relate to the employee's performance of his/her duties.

AR An employee's personal beliefs and activities, including religious, political, cultural, social, or other beliefs or activities, or lack thereof, shall not be grounds for disciplinary action against the employee, provided that the beliefs or activities do not violate law, Board policy, or administrative regulation.

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

The district shall make no inquiry concerning the personal values, attitudes, and beliefs of district employees or their sexual orientation or political or religious affiliations, beliefs, or opinions except when authorized by law. In addition, no district employee shall be required to provide critical appraisals of other individuals with whom the employee has a familial relationship. However, the district reserves the right to access any publicly available information about any employee.

No employee shall be disciplined or retaliated against solely for acting to protect a student engaged in conduct authorized under Education Code 48907 or 48950.

*freedom of speech*

Added When necessary to protect the health, welfare, or safety of students and staff, school officials may search district property under an employee's control.

(cf. 3515 - Campus Security)

(cf. 4040 - Employee Use of Technology)

#### Whistleblower Protection

AR An employee shall have the right to disclose to a Board member, a school administrator, a member of the County Board of Education, County Superintendent of Schools, or the Superintendent of Public Instruction any improper governmental activity by the district or a district employee that violates state or federal law, is economically wasteful, or involves gross misconduct, incompetency, or inefficiency.

When the employee has reasonable cause to believe that the information discloses a violation of state or federal statute or a violation of or noncompliance with a state or federal rule or regulation, he/she has the right to disclose such information to a government or law enforcement agency or to refuse to participate in any such activity. (Education Code 44112, 44113; Labor Code 1102.5)

✓ The Superintendent or designee shall prominently display in lettering larger than size 14 point type a list

of employees' rights and responsibilities under the whistleblower laws, including the telephone number of the whistleblower hotline maintained by the office of the California Attorney General. (Labor Code 1102.8)

- ✓ No employee shall use or attempt to use his/her official authority or influence to intimidate, threaten, coerce, or command another employee for the purpose of interfering with that employee's right to disclose improper governmental activity. (Education Code 44113)

(cf. 4118 - Suspension/Disciplinary Action)  
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

- ✓ An employee who has disclosed improper governmental activity and believes that he/she has subsequently been subjected to acts or attempted acts of reprisal shall file a written complaint in accordance with the district's complaint procedures. After filing a complaint with the district, the employee may also file a copy of the complaint with local law enforcement and/or seek civil law remedies against the supervisor or administrator who retaliated or attempted to retaliate against him/her, in accordance with Education Code 44114.

(cf. 1312.1 - Complaints Concerning District Employees)  
(cf. 1312.3 - Uniform Complaint Procedures)  
(cf. 4144/4244/4344 - Complaints)

#### Protection Against Liability

- ✓ No employee shall be liable for harm caused by his/her act or omission when he/she is acting within the scope of employment or district responsibilities; when the employee's act or omission is in conformity with federal or state law, district policy, or administrative regulation; or when the employee's act or omission is in furtherance of an effort to control, discipline, expel, or suspend a student or to maintain order or control in the classroom or school.

(cf. 3320 - Claims and Actions Against the District)  
(cf. 9260 - Legal Protection)

The protection against liability shall not apply when:

- ✓ 1. The employee acted with willful or criminal misconduct, gross negligence, recklessness, or a conscious, flagrant indifference to rights or safety of the individual harmed.
- ✓ 2. The employee caused harm by operating a motor vehicle or other vehicle requiring license or insurance.
- ✓ 3. The employee was not properly licensed, if required, by state law for such activities.
- ✓ 4. The employee was found by a court to have violated a federal or state civil rights law.
- ✓ 5. The employee was under the influence of alcohol or any drug at the time of the misconduct.
- ✓ 6. The misconduct constituted a crime of violence pursuant to 18 USC 16 or an act of terrorism for which the employee has been convicted in a court.

- ✓ 7. The misconduct involved a sexual offense for which the employee has been convicted in a court.
- New 8. The misconduct occurred during background investigations, or other actions, involved in the employee's hiring.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

7050-7058 Political activities of school officers and employees

44040 Discrimination based on employee's appearance before certain boards or committees

44110-44114 Reporting by school employees of improper governmental activity

48907 Student freedom of expression; employee's protection of student rights

48950 Speech and other communication

49091.24 Teacher rights to refuse evaluation/survey of personal life

CIVIL CODE

51 Unruh Civil Rights Act

GOVERNMENT CODE

815.3 Intentional torts

820-823 Tort claims act

825.6 Indemnification of public entity

3540.1 Public employment definitions

3543.5 Interference with employee's rights prohibited

12650-12656 False claims actions

12940-12951 Discrimination prohibited; unlawful practices

LABOR CODE

1102.5-1106 Whistleblower protections

UNITED STATES CODE, TITLE 18

16 Crime of violence defined

UNITED STATES CODE, TITLE 20

6731-6738 Teacher liability protection

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

2000h-2000h-6 Title IX, 1972 Education Act Amendments

12101-12213 Americans with Disabilities Act

COURT DECISIONS

Hartnett v. Crosier, (2012) 205 Cal.App.4th 685

Johnson v. Poway Unified School District, (2011) 658 F.3d 954

Ohton v. CSU San Diego, (2007) 56 Cal.Rptr.3d 111

Garcetti v. Ceballos, (2006) 543 U.S. 1186

O'Conner v. Ortega, (1987) 480 U.S. 709

New Jersey v. T.L.O., (1985) 468 U.S. 325

Management Resources:

WEB SITES

California Attorney General: <http://www.oag.ca.gov>

Policy

adopted: October 9, 2012

11 Sierra County Office of Education  
11 Sierra-Plumas Joint Unified School District  
Sierraville CA 96126

Sierra County/Sierra-Plumas Joint USD | 4000 | AR 4119.1 Personnel

### Civil And Legal Rights

✓ The Board of Education believes that the personal life of an employee is not an appropriate concern of the district, except as it may directly relate to the employee's performance of his/her duties.

✓ An employee's religious or political activities, or lack thereof, shall not be grounds for any discrimination or disciplinary action by the district, provided that these activities do not violate law, Board policy or administrative regulation.

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

*Revised*  
A teacher shall have the right to refuse to submit to any evaluation or survey conducted by the district concerning personal values, attitudes and beliefs; sexual orientation; political affiliations or opinions; critical appraisals of other individuals with whom the teacher has a family relationship; or religious affiliations or beliefs. (Education Code 49091.24)

#### Whistleblower Protection

✓ An employee shall have the right to disclose to a Board member, a school administrator, a member of the County Board of Education, County Superintendent of Schools, or the Superintendent of Public Instruction any improper governmental activity by the district or a district employee that violates state or federal law, is economically wasteful, or involves gross misconduct, incompetency or inefficiency.

✓ When the employee has reasonable cause to believe that the information discloses a violation of state or federal statute or a violation or noncompliance with a state or federal rule or regulation, he/she has the right to disclose such information to a government or law enforcement agency or to refuse to participate in any such activity. (Education Code 44112, 44113; Labor Code 1102.5)

✓ The Superintendent or designee shall prominently display in lettering larger than size 14 point type a list of employees' rights and responsibilities under the whistleblower laws, including the telephone number of the whistleblower hotline maintained by the office of the California Attorney General. (Labor Code 1102.8)

✓ No employee shall use or attempt to use his/her official authority or influence to intimidate, threaten, coerce or command another employee for the purpose of interfering with that employee's right to disclose improper governmental activity. (Education Code 44113)

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

✓ An employee who has disclosed improper governmental activity and believes that he/she has subsequently been subjected to acts or attempted acts of reprisal shall file a written complaint in accordance with the district's complaint procedures. After filing a complaint with the district, he/she may also file a copy of the complaint with local law enforcement in accordance with Education Code



# Proposed

## Sierra County/Sierra-Plumas Joint USD

### Board Policy

#### Professional Standards

BP 4119.21 4219.21,4319.21

#### Personnel

*From AR*

The Governing Board and County Superintendent of Schools expects district employees to maintain the highest ethical standards, exhibit professional behavior, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employee conduct should enhance the integrity of the district, advance the goals of the district's educational programs, and contribute to a positive school climate.

(cf. 0200 - Goals for the School District)  
 (cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)  
 (cf. 5131 - Conduct)  
 (cf. 5137 - Positive School Climate)

The Board and County Superintendent of Schools encourages district/county employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong.

(cf. 2111 - Superintendent Governance Standards)  
 (cf. 9005 - Governance Standards)

✓ Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill his/her responsibilities and should focus on his/her contribution to the learning and achievement of district students.

(cf. 4112.2 - Certification)  
 (cf. 4131 - Staff Development)  
 (cf. 4231 - Staff Development)  
 (cf. 4331 - Staff Development)

Inappropriate employee conduct includes, but is not limited to:

1. Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon

*View*

(cf. 0450 - Comprehensive Safety Plan)  
 (cf. 4158/4258/4358 - Employee Security)

*New  
Section*

2. Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed

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

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

3. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child

4. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student

5. Possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time

6. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members

7. Willfully disrupting district or school operations by loud or unreasonable noise or other action

8. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace or at a school-sponsored activity

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 4020 - Drug and Alcohol Free Workplace)

(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)

(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

9. Dishonesty with students, parents/guardians, staff, or members of the public, including, but not limited to, falsification of information in employment records or other school records

10. Divulging confidential information about students, district/county employees, or district/county operations to persons not authorized to receive the information

(cf. 3580 - District Records)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

11. Using district/county equipment or other district/county resources for the employee's own commercial purposes or for political activities

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

12. Using district/county equipment or communications devices for personal purposes while on duty, except in an emergency, during scheduled work breaks, or for personal necessity

Employees shall be notified that computer files and all electronic communications, including, but not limited to, email and voice mail, are not private. To ensure proper use, the Superintendent or designee may monitor employee usage of district technological resources at any time without the employee's consent.

(cf. 4040 - Employee Use of Technology)

13. Causing damage to or engaging in theft of property belonging to students, staff, or the district

14. Wearing inappropriate attire

(cf. 4119.22/4219.22/4319.22 - Dress and Grooming)

An employee who observes or has evidence of another employee's inappropriate conduct shall immediately report such conduct to the principal or Superintendent or designee. An employee who has knowledge of or suspects child abuse or neglect shall file a report pursuant to the district's child abuse reporting procedures as detailed in AR 5141.4 - Child Abuse Prevention and Reporting.

(cf. 1312.1 - Complaints Concerning District Employees)  
(cf. 5141.4 - Child Abuse Prevention and Reporting)

Any reports of employee misconduct shall be promptly investigated. Any employee who is found to have engaged in inappropriate conduct in violation of law or Board policy shall be subject to disciplinary action and, in the case of a certificated employee, may be subject to a report to the Commission on Teacher Credentialing. The Superintendent or designee shall notify local law enforcement as appropriate.

(cf. 4117.4 - Dismissal)  
(cf. 4117.7 - Employment Status Reports)  
(cf. 4118 - Suspension/Disciplinary Action)  
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

An employee who has knowledge of but fails to report inappropriate employee conduct may also be subject to discipline.

*New*  
 The district/county superintendent prohibits retaliation against anyone who files a complaint against an employee or reports an employee's inappropriate conduct. Any employee who retaliates against any such complainant, reporter, or other participant in the district's complaint process shall be subject to discipline.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

44242.5 Reports and review of alleged misconduct

PENAL CODE

11164-11174.4 Child Abuse and Neglect Reporting Act

CODE OF REGULATIONS, TITLE 5

80303 Reports of dismissal, resignation and other terminations for alleged misconduct

80331-80338 Rules of conduct for professional educators

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

California Standards for the Teaching Profession, 2009

COUNCIL OF CHIEF STATE SCHOOL OFFICERS PUBLICATIONS

Educational Leadership Policy Standards: ISLLC 2008, 2008

NATIONAL EDUCATION ASSOCIATION PUBLICATIONS

Code of Ethics of the Education Profession, 1975

WESTED PUBLICATIONS

Moving Leadership Standards into Everyday Work: Descriptions of Practice, 2003

WESTED AND ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS

PUBLICATIONS

California Professional Standards for Educational Leaders, 2001

WEB SITES

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

Association of California School Administrators: <http://www.acsa.org>

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

California Federation of Teachers: <http://www.cft.org>

California School Employees Association: <http://www.csea.com>

California Teachers Association: <http://www.cta.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Council of Chief State School Officers: <http://www.ccsso.org>

WestEd: <http://www.WestEd.org>

Policy

adopted: April 10, 2007

revised: April 8, 2008

revised: February 8, 2011

revised: October 9, 2012

Sierra County Office of Education  
 Sierra-Plumas Joint Unified School District  
 Sierraville CA 96126

Sierra County/Sierra-Plumas Joint USD | 4000 | AR 4119.21 Personnel

## Professional Standards

The Board of Education expects district employees to maintain the highest ethical standards, follow district policies and regulations, and abide by state and federal laws. Employee conduct should enhance the integrity of the district and advance the goals of the educational programs. Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill his/her responsibilities and should focus on his/her contribution to the learning and achievement of district students.

(cf. 0000 - Vision)

(cf. 4112.2 - Certification)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by professional associations to which they may belong.

(cf. 2111 - Superintendent Governance Standards)

(cf. 9005 - Governance Standards)

Legal Reference:

CODE OF REGULATIONS, TITLE 5

80331-80338 Rules of conduct for professional educators

Management Resources:

CDE PUBLICATIONS

California Professional Standards for Educational Leaders, 2001

COUNCIL OF CHIEF STATE SCHOOL OFFICERS PUBLICATIONS

Standards for School Leaders, 1996

NATIONAL EDUCATION ASSOCIATION PUBLICATIONS

Code of Ethics of the Education Profession, 1975

WEB SITES

# Proposed

## Sierra County/Sierra-Plumas Joint USD

### Board Policy

#### Employees With Infectious Disease

BP 4119.41 4219.41,4319.41

#### Personnel

The Governing Board desires to promote the health of district students and staff in order to reduce absenteeism and enhance employee and student performance. The Superintendent or designee may develop strategies to prevent the outbreak or spread of infectious diseases at district schools.

(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)

(cf. 4261.1 - Personal Illness/Injury Leave)

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

*New*  
An *infectious disease* is one that is caused by a microorganism and is potentially transmittable to another individual, whether through airborne transmission, bloodborne transmission, skin-to-skin contact, foodborne transmission, or other casual or noncasual means. A communicable infectious disease, such as influenza or chicken pox, is contagious and can be readily transmitted by infectious bacteria or viral organisms.

In accordance with law, job applicants shall be required to provide evidence that they are free of tuberculosis or any other communicable infectious disease prior to beginning employment.

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

To prevent the outbreak or spread of infectious diseases, the Superintendent or designee may provide infection prevention supplies and information to employees, including information about recommended vaccinations. Employees also shall observe universal precautions to avoid contact with potentially infectious blood or other bodily fluids.

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

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

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Plans for addressing a communicable infectious disease outbreak, including, but not limited to, plans for addressing employee shortages during such an outbreak, shall be included in the district's emergency preparedness plan.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 5112.2 - Exclusions from Attendance)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.31 - Immunizations)

*New*  
The Superintendent or designee shall immediately report to the local health officer the presence or suspected presence of any communicable infectious disease. In addition, a school nurse or other health care provider who knows of or is in attendance on a case or suspected case of any of the diseases or conditions listed in 17 CCR 2500 shall make a report to the local health officer. If no health care provider is in attendance, any individual having knowledge of a person who is suspected to be suffering from one of the specified diseases or conditions may make a report to the local health officer. (17 CCR 2500, 2508)

(cf. 5141.6 - School Health Services)

#### Confidentiality

*From AR*  
The Board and the Superintendent or designee shall ensure that employee rights to confidentiality are strictly observed. The district shall disclose medical record information only to the extent required or permitted by law.

#### Nondiscrimination/Reasonable Accommodation

*✓*  
The district shall not discriminate against any employee or job applicant who has an infectious disease that meets the federal or state definition of a disability under the Americans with Disabilities Act, California Fair Employment and Housing Act, or Section 504 of the Federal Rehabilitation Act. (Government Code 12900-12996; 29 USC 794; 42 USC 12101-12213)

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

*New*  
Upon request, any qualified person with a disability shall be provided reasonable accommodation to perform the essential duties of his/her position in accordance with the criteria and processes described in AR 4032 - Reasonable Accommodation.

(cf. 4032 - Reasonable Accommodation)

Legal Reference:

EDUCATION CODE

44839 Medical certificate; periodic medical examination

44839.5 Requirements for employment of retirant

49406 Examination for tuberculosis (employees)

CIVIL CODE

56-56.37 Confidentiality of medical information

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act

HEALTH AND SAFETY CODE

120975-121020 Mandated blood testing and confidentiality to protect public health  
 CODE OF REGULATIONS, TITLE 2  
 7293.5-7294.2 Discrimination based on disability  
 CODE OF REGULATIONS, TITLE 5  
 5502-5504 Medical certification  
 CODE OF REGULATIONS, TITLE 17  
 2500 Reportable diseases and conditions  
 2508 Reporting of communicable diseases; duty of schools  
 UNITED STATES CODE, TITLE 29  
 794 Section 504 of the Rehabilitation Act of 1973  
 UNITED STATES CODE, TITLE 42  
 12101-12213 Americans with Disabilities Act  
 COURT DECISIONS  
 Chevron USA v. Echazabal, (2002) 536 U.S. 73, 122 S.Ct. 2045  
 School Board of Nassau County, Florida v. Arline, (1987) 408 U.S. 273

Management Resources:

CSBA PUBLICATIONS

H1N1 Influenza (Swine Flu), Fact Sheet, April 2009

Pandemic Influenza, Fact Sheet, September 2007

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH PUBLICATIONS

California HIV/AIDS Laws, 2009, January 2010

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS

Enforcement Guidance: Reasonable Accommodation and Undue Hardship under the Americans with Disabilities Act, October 2002

WEB SITES

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

California Department of Public Health: <http://www.cdph.ca.gov>

California School Nurses Organization: <http://www.csno.org>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Equal Employment Opportunity Commission: <http://www.eeoc.gov>

U.S. Department of Health and Human Services: <http://www.hhs.gov>

Policy

adopted: October 9, 2012

Sierra County Office of Education  
 Sierra-Plumas Joint Unified School District  
 Sierraville CA 96126



Sierra County/Sierra-Plumas Joint USD | 4000 | AR 4119.41 Personnel

## Employees With Infectious Disease

The Board of Education encourages each employee to inform the district as soon as possible if he/she contracts an infectious disease which creates a physical or mental disability. The Board will reasonably accommodate the needs of such individuals.

The Board may reassign or grant disability leave to an employee who is unable to perform his/her job responsibilities because of illness or because the employee's illness significantly endangers his/her health or safety or the health or safety of others.

(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)

(cf. 4261.1 - Personal Illness/Injury Leave)

*Starts* No employee will be discriminated against because of his/her disability. Legal protections established for disabled persons extend to individuals significantly impaired by infectious diseases.

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

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

When informed that an employee has a disabling infectious disease, the Superintendent or designee may request that the employee sign a release form to provide confidential medical information and records.

In determining a reasonable accommodation of the employee's condition, the Superintendent or designee may consult with public health officials or physicians with expertise in the diagnosis and treatment of infectious disease. The Superintendent or designee may also communicate with the employee's physician regarding the employee's ability to perform the essential requirements of the job with reasonable accommodation and without posing significant health or safety risks to the employee or others.

The Superintendent or designee shall prepare a confidential report which includes his/her recommendation and the medical information upon which it is based. These recommendations shall take into consideration:

1. The nature of the disease and the probability of its being transmitted, including the duration and severity of the risk
2. The physical condition of the employee, including diagnosis, treatment, and prognosis of the condition
3. The actual requirements of the employee's job and the expected type of interaction with others in the school setting

This report shall be forwarded to the Board for confidential review and action.

The job assignment of an employee with a disabling infectious disease shall be reevaluated whenever there is a change in medical knowledge or in the employee's medical regimen or health which might affect his/her assignment.

Confidentiality

The Board and the Superintendent or designee shall ensure that employee rights to confidentiality are strictly observed. The district shall disclose medical record information only to the extent required or permitted by law. The medical records of any employee with a disabling infectious disease shall be held in strict confidence.

Legal Reference:

CIVIL CODE

56-56.37 Confidentiality of medical information

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act

HEALTH AND SAFETY CODE

120975-121020 Mandated blood testing and confidentiality to protect public health

CODE OF REGULATIONS, TITLE 2

7293.5 et seq.

UNITED STATES CODE, TITLE 29

701 et seq. Rehabilitation Act

UNITED STATES CODE, TITLE 42

12101-12213 Americans With Disabilities Act


COURT DECISIONS

School Board of Nassau County, Fla. v. Arline, 408 U.S. 273 (1987)

Policy SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

adopted: April 10, 2007 Sierraville, California

*Keep this #9*



*Sub*

# Proposed **New BP** **Sierra County/Sierra-Plumas Joint USD** **Board Policy** **Temporary/Substitute Personnel**

BP 4121  
**Personnel**

The Governing Board recognizes that substitute and temporary personnel perform an essential role in promoting student achievement and desires to employ highly qualified, appropriately credentialed employees to fill such positions.

(cf. 4112.2 - Certification)

### Hiring

The District Superintendent or designee shall recommend candidates for substitute or temporary positions for Board approval, and shall ensure that all substitute and temporary employees are assigned in accordance with law and the authorizations specified in their credential.

The County Superintendent of Schools <sup>or designee</sup> shall ensure that all substitute and temporary employees are assigned in accordance with law and the authorizations specified in their credential.

(cf. 4113 - Assignment)

Substitute personnel may be employed on an on-call, day-to-day basis.

*From AR*

In addition, after September 1 of any school year, the Sierra-Plumas Joint Unified School District Board and the County Superintendent of Schools may employ substitute personnel for the remainder of the school year for positions for which no regular employee is available. The district/county shall first demonstrate to the Commission on Teacher Credentialing the inability to acquire the services of a qualified regular employee. (Education Code 44917)

(cf. 4117.14/4317.14 - Postretirement Employment)

*Added*

Permanent or probationary certificated employees who were laid off pursuant to Education Code 44955 and who have a preferred right of reappointment shall be given priority for substitute service in the order of their original employment. (Education Code 44956, 44957)

(cf. 4117.3 - Personnel Reduction)

### Classification

*AR*

At the time of initial employment and each July thereafter, the Board shall classify substitute and temporary employees as such. (Education Code 44915, 44916)

The Sierra-Plumas Joint Unified School District Board or County Superintendent of Schools may classify as substitute personnel a teacher hired to fill the position of a regularly employed person who is absent from service. (Education Code 44917)

*From AR*  
 The Sierra-Plumas Joint Unified School District Board or County Superintendent of Schools may classify as a temporary employee a teacher who is employed for at least one semester and up to one complete school year based on the need for additional certificated employees when regular employees are absent due to leaves or long-term illness. Any person whose service begins in the second semester and before March 15 may be classified as a temporary employee even if employed for less than a semester. The Sierra-Plumas Joint Unified School District Board or County Superintendent of Schools shall determine the number of persons who shall be so employed, which shall not exceed the identified need based on the absence of regular employees. (Education Code 44920)

The Sierra-Plumas Joint Unified School District Board or County Superintendent of Schools also shall classify as temporary employees those certificated persons, other than substitute employees, who are employed to:

1. Serve from day-to-day during the first three months of any school term to teach temporary classes which shall not exist after that time, or perform any other duties which do not last longer than the first three months of any school term (Education Code 44919)
2. Teach in special day and evening classes for adults or in schools of migratory population for not more than four months of any school term (Education Code 44919)
3. Serve in a limited assignment supervising student athletic activities provided such assignments have first been made available to teachers presently employed in the district (Education Code 44919)

(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)

4. Serve in a position for a period not to exceed 20 working days in order to prevent the stoppage of district business during an emergency when persons are not immediately available for probationary classification (Education Code 44919)

\*\*\*Note: Item #5 below applies only to high school and unified districts.\*\*\*

5. Serve only for the first semester because the district expects a reduction in student enrollment during the second semester due to midyear graduations (Education Code 44921)

For purposes of classifying employees pursuant to item #1 or 2 above, the school year shall not be divided into more than two school terms. (Education Code 44919)

✓ Any employee hired to provide services in a categorically funded program or project may be employed for a period less than a full school year. He/she may be classified as a temporary employee if the period of employment will end at the expiration of that program or project. (Education Code 44909)

Salary and Benefits

The Sierra-Plumas Joint Unified School District Board or County Superintendent of Schools shall adopt and make public a salary schedule setting the daily or pay period rate(s) for substitute employees for all categories or classes of certificated employees of the district. (Education Code 44977, 45030)

Substitute and temporary employees shall not participate in the health and welfare plans or other fringe benefits of the district.

Release from Employment/Dismissal

The Board may dismiss a substitute employee at any time at its discretion. (Education Code 44953)

The Sierra-Plumas Joint Unified School District Board or County Superintendent of Schools may release a temporary employee at its discretion if the employee has served less than 75 percent of the number of days the regular schools of the district are maintained. After serving 75 percent of the number of days that district schools are maintained during one school year, a temporary employee may be released as long as he/she is notified, before the last day of June, of the district's decision not to reelect him/her for the following school year. (Education Code 37200, 44954) formerly "end of school year"

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)  
Probationary Employee

Reemployment as a

Unless released from employment pursuant to Education Code 44954, any person employed for one complete school year as a temporary employee shall, if reemployed for the following school year in a vacant position requiring certification qualifications, be classified as a probationary employee. With the exception of on-call, day-to-day substitutes, if a temporary or substitute employee performs the duties normally required of certificated employees for at least 75 percent of the number of days the regular schools of the district were maintained in that school year and is then employed as a probationary employee for the following school year, his/her previous employment as a temporary or substitute employee shall be credited as one year's employment as a probationary employee for purposes of acquiring permanent status. (Education Code 44917, 44918, 44920)

(cf. 4116 - Probationary/Permanent Status)

Vacant position means a position in which the employee is qualified to serve and which is not filled by a permanent or probationary employee. It shall not include a position which would be filled by a permanent or probationary employee except for the fact that such employee is on leave. (Education Code 44920, 44921)

A temporary employee hired pursuant to item #1 or #2 in the section "Classification" above shall be classified as a probationary employee if the duties continue beyond the time limits of the assignment. (Education Code 44919)

A person employed pursuant to item #5 in the section "Classification" above who is then continued in employment beyond the first semester shall be classified as a probationary employee for the entire school year and shall be reemployed to fill any vacant positions in the district for which he/she is certified. Preference for available positions shall be determined by the Sierra-Plumas Joint Unified School District Board or County Superintendent of Schools as prescribed by Education Code 44845 and 44846. (Education Code 44921)

From AR

Revised

New

AR

With the exception of on-call, day-to-day substitutes, a temporary or substitute employee who was released pursuant to Education Code 44954 but who has nevertheless served for two consecutive school years, for at least 75 percent of each year, shall receive first priority if the district fills a vacant position for the subsequent school year at the grade level at which the employee served during either year. In the case of a departmentalized program, the employee shall have taught the subject matter in which the vacant position occurs. (Education Code 44918)

Legal Reference:

EDUCATION CODE

22455.5 Provision of retirement plan information to potential members  
 22515 Irrevocable election to join retirement plan  
 37200 School calendar  
 44252.5 State basic skills assessment required for certificated personnel  
 44300 Emergency teaching or specialist permits  
 44830 Employment of certificated persons; requirements of proficiency in basic skills  
 44839.5 Employment of retirant  
 44845 Date of employment  
 44846 Criteria for reemployment preferences  
 44909 Employees providing services through categorically funded programs  
 44914 Substitute and probationary employment computation for classification as permanent employee  
 44915 Classification of probationary employees  
 44916 Time of classification; statement of employment status  
 44917 Classification of substitute employees  
 44918 Substitute or temporary employee deemed probationary employee; reemployment rights  
 44919 Classification of temporary employees  
 44920 Employment of certain temporary employees; classifications  
 44921 Employment of temporary employees; reemployment rights (unified and high school districts)  
 44953 Dismissal of substitute employees  
 44954 Release of temporary employees  
 44955 Layoff of permanent and probationary employees  
 44956 Rights of laid-off permanent employees to substitute positions  
 44957 Rights of laid-off probationary employees to substitute positions

44977 Salary schedule for substitute employees  
 45030 Substitutes  
 45041 Computation of salary  
 45042 Alternative method of computation for less than one school year  
 45043 Compensation for employment beginning in the second semester  
 56060-56063 Substitute teachers in special education  
 GOVERNMENT CODE  
 3540.1 Educational Employment Relations Act, definitions  
 CODE OF REGULATIONS, TITLE 5  
 5502 Filing of notice of physical examination for employment of retired person  
 5503 Physical examination for employment of retired persons  
 5590 Temporary athletic team coach  
 80025-80025.5 Emergency substitute teaching permits  
 COURT DECISIONS  
 McIntyre v. Sonoma Valley Unified School District (2012) 206 Cal.App.4th 170  
 Stockton Teachers Association CTA/NEA v. Stockton Unified School District (2012) 204 Cal.App.4th 446  
 Neily v. Manhattan Beach Unified School District, (2011) 192 Cal.App.4th 187  
 California Teachers Association v. Vallejo City Unified School District, (2007) 149 Cal.App.4th 135  
 Bakersfield Elementary Teachers Assn. v. Bakersfield City School District, (2006) 145 Cal.App.4th 1260, 1277  
 Kavanaugh v. West Sonoma Union High School District, (2003) 29 Cal.4th 911

Management Resources:

WEB SITES

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

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Policy

adopted: October 9, 2012

Sierra County Office of Education  
 Sierra-Plumas Joint Unified School District  
 Sierraville CA 96126

# **Proposed**

## **Sierra County/Sierra-Plumas Joint USD**

### **Administrative Regulation**

#### **Temporary/Substitute Personnel**

AR 4121  
**Personnel**

#### Qualifications

Any candidate recommended by the Superintendent or designee for a substitute or temporary position requiring certification qualifications shall possess the appropriate credential or permit authorizing his/her employment in such position and shall meet all other requirements of law for certificated positions. (Education Code 44830)

(cf. 4111.2/4211.2/4311.2 - Legal Status Requirement)  
(cf. 4112.2 - Certification)  
(cf. 4112.3/4212.3/4312.3 - Oath or Affirmation)  
(cf. 4112.4/4212.4/4312.4 - Health Examinations)  
(cf. 4112.5/4312.5 - Criminal Record Check)

The district shall not initially hire a certificated person on a substitute or temporary basis in a capacity designated in his/her credential unless he/she has demonstrated basic skills proficiency in reading, writing, and mathematics pursuant to Education Code 44252.5, unless exempted by law. (Education Code 44830)

A noncredentialed person shall not substitute for any special education certificated position. The Superintendent or designee shall recruit and maintain lists of appropriately credentialed substitute teachers for special education positions. He/she shall contact institutes of higher education with approved special education programs for possible recommendations of appropriately credentialed special education personnel. (Education Code 56060, 56063)

#### Notifications

At the time of initial employment during each school year, each new temporary employee shall receive a written statement indicating his/her employment status and salary. This statement shall clearly indicate the temporary nature of the employment and the length of time for which the person is being employed. (Education Code 44916)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

*Time of initial employment* means before the employee starts work. (Kavanaugh v. West Sonoma County Union High School District)

The Superintendent or designee shall notify all substitute and part-time certificated employees, within 30 days of their hire, of their right to elect membership in a defined benefit program under a qualified retirement plan. The employee shall sign a form provided by the system to acknowledge receipt of this notice and to indicate whether he/she elects or declines membership. Election of membership shall be irrevocable for all future employment to perform creditable service. (Education Code 22455.5, 22515)

#### Assignments

A person who holds an emergency 30-day substitute permit, emergency career substitute permit, emergency substitute permit for prospective teachers, or emergency substitute permit for career technical education shall be restricted in the number of days he/she may substitute for any one teacher in accordance with 5 CCR 80025-80025.5.

In placing substitute teachers in special education classrooms, the district shall give first priority to substitute teachers with the appropriate special education credential(s), second priority to substitute teachers with any other special education credential, and third priority to substitute teachers with a regular teaching credential. An inappropriately credentialed substitute teacher shall not serve as a substitute for a special education teacher for a period of more than 20 cumulative school days for each special education teacher absent during each school year. The district may apply to the Superintendent of Public Instruction for an extension of 20 school days, or for a longer period in extraordinary circumstances. (Education Code 56060-56062)

Policy  
adopted: April 10, 2007  
revised: October 9, 2012

Sierra County Office of Education  
Sierra-Plumas Joint Unified School District  
Sierraville CA 96126



# Proposed

## Sierra County/Sierra-Plumas Joint USD

### Board Policy

#### Interdistrict Attendance

BP 5117  
Students

- ✓ The Governing Board recognizes that parents/guardians of students who reside in one district may, for a variety of reasons, choose to enroll their child in a school in another district.

(cf. 0520.3 - Title I Program Improvement Districts)  
(cf. 5111.12 - Residency Based on Parent/Guardian Employment)  
(cf. 5116.1 - Intradistrict Open Enrollment)  
(cf. 5118 - Open Enrollment Act Transfers)

#### Interdistrict Attendance Permits

- ✓ The Board or its designee may enter into an agreement with any other school district, for a term not to exceed five school years, for the interdistrict attendance of students who are residents of the districts. (Education Code 46600)

- ✓ The agreement shall specify the terms and conditions under which interdistrict attendance shall be permitted or denied. It also may contain standards agreed to by both districts for reapplication and/or revocation of the student's permit. (Education Code 46600)

*New* ✓ Upon receiving a permit for transfer into the district that has been approved by the student's district of residence, or upon receiving a written request from the parent/guardian of a district student who wishes to enroll in another district, the Superintendent or designee shall review the request and may approve or deny the permit subject to the terms and conditions of the interdistrict attendance agreement.

#### Transportation

- ✓ The district shall not provide transportation beyond any school attendance area. Upon request, the Superintendent or designee may authorize transportation for interdistrict transfer students to and from designated bus stops within the attendance area if space is available. Priority for such transportation shall be based on demonstrated financial need.

#### Limits on Student Transfers Out of the District to a School District of Choice

- ✓ The Superintendent or designee may limit the number of student transfers out of the district to a school district of choice based on the percentages of average daily attendance specified in Education Code 48307.

✓ In addition, transfers out of the district may be limited during a fiscal year when the County Superintendent of Schools has given the district a negative budget certification or when the County Superintendent has determined that the district will not meet the state's standards and criteria for fiscal stability in the subsequent fiscal year exclusively as a result of student transfers from this district to a school district of choice. (Education Code 48307)

(cf. 3100 - Budget)

(cf. 3460 - Financial Reports and Accountability)

*New* The district may deny a transfer of a student out of the district to a school district of choice if the Board determines that the transfer would negatively impact a court-ordered or voluntary desegregation plan of the district. (Education Code 48301)

Legal Reference:

EDUCATION CODE

41020 Annual district audits

46600-46611 Interdistrict attendance agreements

48204 Residency requirements for school attendance

48300-48316 Student attendance alternatives, school district of choice program

48350-48361 Open Enrollment Act

48900 Grounds for suspension or expulsion; definition of bullying

48915 Expulsion; particular circumstances

48915.1 Expelled individuals: enrollment in another district

48918 Rules governing expulsion procedures

48980 Notice at beginning of term

52317 Regional occupational center/program, enrollment of students, interdistrict attendance

ATTORNEY GENERAL OPINIONS

87 Ops.Cal.Atty.Gen. 132 (2004)

84 Ops.Cal.Atty.Gen. 198 (2001)

COURT DECISIONS

Walnut Valley Unified School District v. the Superior Court of Los Angeles County, (2011) 192 Cal.App.4th 234

Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275

Management Resources:

CSBA PUBLICATIONS

Transfer Law Comparison, Fact Sheet, March 2011

WEB SITES

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

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

Policy

adopted: April 10, 2007

revised: March 8, 2011,

revised: October 9, 2012

Sierra County Office of Education  
Sierra-Plumas Joint Unified School District  
Sierraville CA 96126

# Proposed

## Sierra County/Sierra-Plumas Joint USD

### Administrative Regulation

#### Interdistrict Attendance

AR 5117  
Students

#### Interdistrict Attendance Permits

*New* In accordance with an agreement between the Governing Board and the board of another district, a permit authorizing a student's attendance outside his/her district of residence may be issued upon approval of both the district of residence and the district of proposed attendance.

✓ All applications for Interdistrict Attendance Permits must be received by the district in writing, using the approved form, between March 1 and June 30 of each year. All grounds supporting the application must be set forth in a single application. Multiple or successive applications will not be considered by the district.

The Superintendent or designee may approve an interdistrict attendance permit for a student for any of the following reasons when stipulated in the agreement:

*New* 1. When the student has been determined by staff of either the district of residence or district of proposed attendance to be a victim of an act of bullying as defined in Education Code 48900(r). Such a student shall be given priority for interdistrict attendance under any existing interdistrict attendance agreement or, in the absence of an agreement, shall be given consideration for the creation of a new permit. (Education Code 46600)

(cf. 5131.2 - Bullying)

✓ 2. To meet the child care needs of the student. Such a student may be allowed to continue to attend district schools only as long as he/she continues to use a child care provider within district boundaries.

✓ 3. To meet the student's special mental or physical health needs as certified by a physician, school psychologist, or other appropriate school personnel.

(cf. 6159 - Individualized Education Program)

✓ 4. When the student has a sibling attending school in the receiving district, to avoid splitting the family's attendance.

- ✓ 5. To allow the student to complete a school year when his/her parents/guardians have moved out of the district during that year.
- ✓ 6. To allow the student to remain with a class graduating that year from an elementary, middle, or senior high school.
- ✓ 7. To allow a high school senior to attend the same school he/she attended as a junior, even if his/her family moved out of the district during the junior year.
- ✓ 8. When the parent/guardian provides written evidence that the family will be moving into the district in the immediate future and would like the student to start the year in the district.
- ✓ 9. When the student will be living out of the district for one year or less.
- ✓ 10. When recommended by the school attendance review board or by county child welfare, probation, or social service agency staff in documented cases of serious home or community problems which make it inadvisable for the student to attend the school of residence.

(cf. 5113.1 - Chronic Absence and Truancy)

- ✓ 11. When there is valid interest in a particular educational program not offered in the district of residence.
- ✓ 12. To provide a change in school environment for reasons of personal and social adjustment.

✓ The Superintendent or designee may deny initial requests for interdistrict attendance permits due to limited district resources, overcrowding of school facilities at the relevant grade level, or other considerations that are not arbitrary. However, once a student is admitted, the district may not deny him/her continued attendance because of overcrowded facilities at the relevant grade level.

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

- ✓ Within 30 days of a request for an interdistrict permit, the Superintendent or designee shall notify the parents/guardians of a student who is denied interdistrict attendance regarding the process for appeal to the County Board of Education as specified in Education Code 46601. (Education Code 46601)

(cf. 5145.6 - Parental Notifications)

Added  
 Pending a decision by the two districts or an appeal by the County Board, the Superintendent or designee may provisionally admit a student who resides in another district for a period not to exceed two school months. (Education Code 46603)

- ✓ Students who are under consideration for expulsion or who have been expelled may not appeal interdistrict attendance denials or decisions while expulsion proceedings are pending or during

the term of the expulsion. (Education Code 46601)

(cf. 5119 - Students Expelled from Other Districts)

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

Once a student is admitted to a school on the basis of an interdistrict attendance permit, he/she shall not be required to reapply for an interdistrict transfer and shall be allowed to continue to attend the school in which he/she is enrolled, unless reapplication standards are otherwise specified in the interdistrict attendance agreement. Existing interdistrict attendance permits shall not be rescinded for students entering grade 11 or 12 in the subsequent school year. (Education Code 46600)

Policy

adopted: April 10, 2007

revised: November 10, 2009

revised: March 8, 2011

Sierra County Office of Education  
Sierra-Plumas Joint Unified School District  
Sierraville CA 96126

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# PROPOSED

## Sierra County/Sierra-Plumas Joint USD

### Board Policy

#### Extracurricular And Cocurricular Activities

BP 6145  
Instruction

BP 6145(a)

#### EXTRACURRICULAR AND COCURRICULAR ACTIVITIES

✓

The Governing Board recognizes that extracurricular and cocurricular activities enrich the educational and social development of students and enhance students' feelings of connectedness with the schools. The district shall encourage and support student participation in extracurricular and cocurricular activities without compromising the integrity and purpose of the educational program.

- (cf. 1330 - Use of School Facilities)*
- (cf. 5137 - Positive School Climate)*
- (cf. 6145.2 - Athletic Competition)*
- (cf. 5148.2 - Before/After School Programs)*

*Revised Language*

No extracurricular or cocurricular program or activity shall be provided or conducted separately on the basis of any actual or perceived characteristic listed as a prohibited category of discrimination in state or federal law, nor shall any student's participation in an extracurricular or cocurricular activity be required or refused on those bases. Prerequisites for student participation in extracurricular and cocurricular activities shall be limited to those that have been demonstrated to be essential to the success of the activity. (5 CCR 4925)

- (cf. 0410 - Nondiscrimination in District Programs and Activities)*
- (cf. 5145.3 - Nondiscrimination/Harassment)*
- (cf. 5145.7 - Sexual Harassment)*
- (cf. 6145.5 - Student Organizations and Equal Access)*

✓

Any complaint alleging unlawful discrimination in the district's extracurricular or cocurricular programs or activities shall be filed in accordance with BP/AR 1312.3 - Uniform Complaint Procedures.

- (cf. 1312.3 - Uniform Complaint Procedures)*

*Revised*

Unless specifically authorized by law, no fee shall be charged to students for participation in extracurricular and cocurricular activities related to the educational program, including materials or equipment related to the activity.

- (cf. 3260 - Fees and Charges)*
- (cf. 3452 - Student Activity Funds)*

## Eligibility Requirements

To be eligible to participate in extracurricular and cocurricular activities, students in grades 7 through 8 must demonstrate weekly satisfactory academic progress including but not limited to:

1. Maintenance of a grade report that reflects no "F" or failing grade.
  - a. Students may practice with an "F" grade but are not allowed to participate in games, tournaments, or travel with the team.
  - b. Students who are ineligible three times in a season will be dropped from the team for the remainder of the season.

To be eligible to participate in extracurricular and cocurricular activities, students in grades 9 through 12 must demonstrate satisfactory educational progress in the previous grading period including but not limited to: (Education Code 35160.5)

1. Maintenance of a minimum of 2.0 grade point average on a 4.0 scale with no "F" grade(s)
2. Maintenance of minimum progress toward meeting high school graduation requirements
3. Students must meet eligibility requirements as defined by California Interscholastic Federation (CIF)

*(cf. 5121 - Grades/Evaluation of Student Achievement)*  
*(cf. 6146.1 - High School Graduation Requirements)*  
*(cf. 6162.52 - High School Exit Examination)*

The Superintendent or designee may grant ineligible students a probationary period not to exceed one semester. Students granted probationary eligibility must meet the required standards by the end of the probationary period in order to remain eligible for participation. (Education Code 35160.5)

Any decision regarding the eligibility of any child in foster care or a child of an active duty military family for extracurricular or cocurricular activities shall be made by the Superintendent or designee in accordance with Education Code 48850 and 49701.

*(cf. 6173.1 - Education for Foster Youth)*  
*(cf. 6173.2 - Education of Children of Military Families)*

Pupils or adult education students who choose to engage in independent study are to have the same access to existing services and resources as the other pupils or adult education students of the school in which the independent study pupil or adult education student is enrolled; and pupils or adult education students who choose to engage in independent study are to have equality of rights and privileges with the pupils or adult education students of the district or county office of education who choose to continue in the regular program. (5 CCR 11701.5)

NEW: RE  
 Students who participate in more than one extra-curricular and/or co-curricular activity will not be penalized for reasonably selecting one individual activity, i.e., field trip, game, practice, over another. Student must notify activity advisors and the site administrator in writing of the scheduling conflict and his/her decision at least one week in advance of the conflicting date. When necessary, the site administrator shall mediate between the student and staff involved in order to agree on a reasonable solution to the scheduling conflict.

#### Annual Policy Review

The Board shall annually review this policy and implementing regulations.

✓ The Superintendent or designee may revoke a student's eligibility for participation in extracurricular and cocurricular activities when the student's poor citizenship is serious enough to warrant loss of this privilege.

#### Student Conduct at Extracurricular/Cocurricular Events

NEW  
 When attending or participating in extracurricular and cocurricular activities on or off campus, district students are subject to district policies and regulations relating to student conduct. Students who violate district policies and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, or denial of participation in extracurricular or cocurricular activities in accordance with Board policy and administrative regulation. When appropriate, the Superintendent or designee shall notify local law enforcement.

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5144 - Discipline)

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

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

#### Annual Policy Review

The Board shall annually review this policy and implementing regulations.

#### Legal Reference:

##### EDUCATION CODE

35145 Public meetings

35160.5 District policy rules and regulations; requirements; matters subject to regulation

35179 Interscholastic athletics; associations or consortia

35181 Students' responsibilities

48850 Participation of foster youth in extracurricular activities and interscholastic sports

48930-48938 Student organizations

49024 Activity Supervisor Clearance Certificate

49700-49704 Education of children of military families

##### CALIFORNIA CONSTITUTION

Article 9, Section 5 Common school system

##### CODE OF REGULATIONS, TITLE 5

350 Fees not permitted

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance



5531 *Supervision of extracurricular activities of pupils*  
UNITED STATES CODE, TITLE 42  
 2000h-2-2000h-6 Title IX, 1972 Education Act Amendments  
COURT DECISIONS  
*Hartzell v. Connell, (1984) 35 Cal. 3d 899*

*Management Resources:*

CSBA PUBLICATIONS

*Student Fees Litigation Update, ELA Advisory, May 20, 2011*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*Pupil Fees, Deposits, or Other Charges, Fiscal Management Advisory 11-01, November 9, 2011*

CALIFORNIA TASK FORCE REPORT TO THE LEGISLATURE

*Compact on Educational Opportunity for Military Children: Preliminary Final Report, March 2009*

COMMISSION ON TEACHER CREDENTIALING CODED CORRESPONDENCE

*10-11 Information on Assembly Bill 346 Concerning the Activity Supervisor Clearance Certificate (ASCC),  
 July 20, 2010*

WEB SITES

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

California Association of Directors of Activities: <http://www.cadal.org>

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

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Policy

adopted: April 10, 2007

revised: October 9, 2007

revised: August 14, 2012

revised: October 9, 2012

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT  
 Sierraville, California

# Sierra County/Sierra-Plumas Joint USD

## Administrative Regulation

### Extracurricular And Cocurricular Activities

AR 6145

Instruction

AR 6145(a)

### EXTRACURRICULAR AND COCURRICULAR ACTIVITIES

#### Definitions

For purposes of applying eligibility criteria for student participation, extracurricular and cocurricular activities shall be defined as follows: (Education Code 35160.5)

- 1.2.1. *Extracurricular activities* are not part of the regular school curriculum, are not graded, do not offer credit, do not take place during classroom time, and have all of the following characteristics:
  - a. The program is supervised or financed by the school district.
  - b. Students participating in the program represent the school district.
  - c. Students exercise some degree of freedom in the selection, planning, or control of the program.
  - d. The program includes both preparation for performance and performance before an audience or spectators.
2. *Cocurricular activities* are programs that may be associated with the curriculum in a regular classroom.

An activity is not an extracurricular or cocurricular activity if either of the following conditions applies: (Education Code 35160.5)

1. It is a teacher-graded or required program or activity for a course which satisfies the entrance requirements for admission to the California State University or the University of California.

(cf. 6143 - Courses of Study)

2. It is a program that has as its primary goal the improvement of academic or educational achievement of students.

## Eligibility Requirements

### Grades 7-8

The grade point average (GPA) used to determine eligibility shall be based on the grades entered into the district's attendance/grading program on a designated day of every school week, i.e., Tuesday.

### Grades 9-12

✓ The grade point average (GPA) used to determine eligibility for extracurricular and cocurricular activities shall be based on grades of the last previous grading period during which the student attended class at least a majority of the time. If a student was not in attendance for all, or a majority of, the grading period due to absences excused by the school for reasons such as serious illness or injury, approved travel, or work, the GPA used to determine eligibility shall be the grading period immediately prior to the excluded grading period(s). (Education Code 35160.5) } Added

*(cf. 5113 - Absences and Excuses)*

✓ When a student becomes ineligible to participate in extracurricular or cocurricular activities in the upcoming grading period, or when he/she is subject to probation, the principal or designee shall provide written notice to the student and his/her parent/guardian.

## Supervision

All extracurricular activities conducted under the name or auspices of a district school or any class or organization of the school, regardless of where the activities are held, shall be under the direct supervision of certificated employees. (5 CCR 5531)

New { Any noncertificated person working with students in a district-sponsored extracurricular student activity program shall possess an Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing or shall have cleared a Department of Justice and Federal Bureau of Investigation criminal background check prior to beginning his/her duties, in accordance with BP 4127/4227/4327 - Temporary Athletic Team Coaches. (Education Code 49024)

*(cf. 1240 - Volunteer Assistance)*

*(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)*

*(cf. 4212.5 - Criminal Record Check)*

Regulation  
approved: April 10, 2007  
revised: October 9, 2007  
revised: August 14, 2012  
revised: October 9, 2012

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT  
Sierraville, California