

AGENDA FOR THE REGULAR MEETING OF THE  
SIERRA COUNTY BOARD OF EDUCATION  
February 9, 2016  
5:00 pm CLOSED SESSION  
6:00 pm REGULAR SESSION  
Downieville School, 130 School Street, Downieville CA 95936

This meeting will be available for videoconferencing at  
Sierra County Office of Education, 109 Beckwith Rd., Room 4, Loyalton, CA 96118  
*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, 109 Beckwith Road, Room 3, Loyalton, CA, 96118, and posted with the online agenda at <http://www.sierracountyofficeofeducation.org> (Government Code 54957.5)*

A. CALL TO ORDER  
(Please be advised that this meeting will be recorded.)

B. ROLL CALL

C. APPROVAL OF THE AGENDA

D. PUBLIC COMMENT FOR CLOSED SESSION

At this time, the meeting opens for any public comments regarding the Closed Session items.

E. CLOSED SESSION

The Board of Trustees and Superintendent Dr. Merrill M. Grant will move into Closed Session to discuss the following item:

1. Government Code §54957 Public Employee Employment Evaluation  
Employees: Site Administrator

F. BREAK AND CONVENE SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT CLOSED SESSION MEETING

G. RECONVENE SIERRA COUNTY BOARD OF EDUCATION REGULAR MEETING AT 6 PM

H. FLAG SALUTE

I. REPORT OUT

J. INFORMATION/DISCUSSION ITEMS

1. Superintendent's Report
  - a. Foster Youth Services Coordinating Program (FYSCP)
  - b. California County Superintendent's Educational Services Association (CCSESA)
  - c. Hazardous Materials Inventory Report
  - d. Assignment of Miranda Gunier to Instructional Aide position, Loyalton Elementary School, 2.5 hours daily, effective February 2, 2016  
(continued on page 2)

e. Friday Night Live Program Advisors

<u>Position</u>	<u>Downieville Schools</u>	<u>Loyalton Schools</u>	<u>Grade</u>
Friday Night Live	Shelly Fischer	Gabby Lopez	9-12
Club Live	Shelly Fischer	Sue Gressel	7-8
Friday Night Live Kids	Hillary Lozano	Erin Folchi	K-6

2. Business Report

a. Board Report-Expenditures by Object 07/01/15 to 1/31/16\*\*

3. Staff Reports (5 minutes)

4. SPTA Report (5 minutes)

5. Board Members' Report (5 minutes)

6. 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

K. CONSENT CALENDAR

- 1. Approval of minutes of the Regular Board meeting held January 12, 2016\*\*
- 2. Approval of bill warrants for month of January 2016\*\*

L. ACTION ITEMS

1. Unfinished Business and General Orders

1516-51 Approval of BP 6145, Extracurricular and Cocurricular Activities, revision\*\* (Grant)

2. New Business

1516-52 Presentation of Sierra-Plumas Teachers Association's Initial Proposal for the 2016-17 academic year\*\* (Nunes)

1516-53 Approval of Student Accountability Report Card, 2014-15, Sierra County Office of Education\*\* (Mongolo)

1516-54 Authorization for Technology Director to attend Out-Of-State Conference, CCENT & CCNA Certification Boot Camp, CBT Express Training, Tampa, Florida\*\* (Grant)

BOARD POLICIES AND ADMINISTRATIVE REGULATIONS (President)

- 1516-55 Approval of Board Policy and Administrative Regulation 4030, Nondiscrimination in Employment, revision\*\*
- 1516-56 Approval of *Deletion* of Administrative Regulation 4031 Complaints Concerning Discrimination in Employment
- 1516-57 Approval of Board Policy 4121 Temporary/Substitute Personnel, revision\*\*
- 1516-58 Approval of Administrative Regulation 4261.1 Personal Illness/Injury Leave, revision\*\*
- 1516-59 Approval of Board Policy 6146.1 High School Graduation Requirements, revision\*\*
- 1516-60 Approval of Board Policy 6152.1, Placement in Mathematics Courses, new\*\*
- 1516-61 Approval of Board Policy and Administrative Regulation 6173, Education for Homeless Children, revision\*\*
- 1516-62 Approval of Administrative Regulation 6173.1, Education for Foster Youth\*\*
- 1516-63 Approval of Board Policy 6179, Supplemental Instruction\*\*

M. ADVANCED PLANNING

1. Next Regular Board Meeting will be held on March 8, 2016, at Sierra County Office of Education, 109 Beckwith Rd., Room 4, Loyalton, CA 96118, beginning with Closed Session, as needed, at 5 pm and the Regular Board Meeting at 6:00 pm
2. Suggested Agenda Items
  - a. \_\_\_\_\_

N. ADJOURNMENT



\_\_\_\_\_  
Dr. Merrill M. Grant, Superintendent  
Secretary to the County Board of Education

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

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

January 12, 2016

Sierra County Office of Education, 109 Beckwith Rd., Room 4, Loyalton, CA 96118  
6 pm

A. CALL TO ORDER

President PATTY HALL called the meeting to order at 6:00 pm.

B. ROLL CALL

PRESENT: Ms. Patty Hall, President  
Mr. Mike Moore, Vice President  
Mr. Allen Wright, Clerk  
Mr. Tim Driscoll, Member  
Ms. Sharon Dryden, Member

ABSENT: None

VACANT: None

C. APPROVAL OF THE AGENDA  
MOORE/DRYDEN  
5/0

D. FLAG SALUTE

Clay Singleton of SingletonAuman, PC, Certified Public Accountants, presented both Sierra County Office of Education and Sierra-Plumas Joint Unified School District Audit Reports for year ending June 30, 2015.

E. INFORMATION/DISCUSSION ITEMS

1. SUPERINTENDENT'S REPORT
  - a. Back to School for the New Year
  - b. Agreement for Professional Services/County of Sierra/Friday Night Live. Dr. Grant and SPTA have agreed upon a stipend arrangement for Friday Night Live, Club Live employees.
2. BUSINESS REPORT  
Ms. Asquith presented the Board Report-Expenditures by Object 07/01/15 to 12/31/15. There were no comments or questions.
3. STAFF REPORT  
Marlene Mongolo, SELPA Director, is proposing an extended school year for Special Education students
4. SPTA REPORT  
There was no SPTA Report
5. BOARD MEMBER REPORT  
There was no Board Member Report

Sierra County Board of Education  
Regular Meeting Minutes

6. PUBLIC COMMENT

President HALL opened the meeting for public comment at 6:46 pm and it closed without comment.

F. CONSENT CALENDAR

The following items were included in the consent calendar:

1. Approval of minutes of the Regular Board meeting held December 8, 2015
2. Approval of bill warrants for month of December 2015
3. Approval of Quarterly Report on Williams Uniform Complaints for quarter ending December 31, 2015. 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 December 31, 2015. *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 2015-2016 school year.*
4. Authorization to submit the 2015-2016 Consolidated Application
5. Review and Approval of BP and AR 6145, Extracurricular and Cocurricular Activities, per Education Code §35160.5

MOORE motioned to approve the Consent Calendar with the exception of Item #5 which will be brought back in February with a considered revision/DRISCOLL seconded.  
5/0

G. ACTION ITEMS

1. UNFINISHED BUSINESS AND GENERAL ORDERS

The PUBLIC HEARING opened at 6:59 pm and closed without comment regarding the following:

Collective Bargaining Disclosure

This is an opportunity for members of the public to directly address the governing board on the Collective Bargaining Agreement in regards to Article 12.5.

- 1516-40 Approval of Amendment of Sierra Plumas Teachers Association Bargaining Agreement  
MOORE/WRIGHT  
5/0

2. NEW BUSINESS

- 1516-41 Authorization to fill Friday Night Live, Club Live, Friday Night Live Kids Program stipend compensation  
DRISCOLL/DRYDEN  
5/0
- 1516-42 Authorization for Superintendent to assign Parental Advisory Committee for Local Control and Accountability Plan (LCAP)  
MOORE/ DRYDEN  
5/0

- 1516-43 Acceptance of the Sierra County Office of Education Audit Report for year ending June 30, 2015  
DRISCOLL/MOORE  
5/0

BOARD POLICIES AND ADMINISTRATIVE REGULATIONS

MOORE motioned to approve Items 1516-44 through and including 1516-50.  
DRISCOLL seconded.

- 1516-44 Approval of Minor Revisions (CSBA recommended) for the following Policies and Regulations: AR 4032 Reasonable Accommodation; BP 4119.11/4219.11/4319.11 Sexual Harassment; BP 5117 Interdistrict Attendance; BP 5123 Promotion/Acceleration/Retention; AR 5125 Student Records; BP 6142.92 Mathematics Instruction; BP 6177 Summer Learning Programs
- 1516-45 Approval of Board Policy 2121, Superintendent's Contract, revision
- 1516-46 Approval of Board Policy (new) and Administrative Regulation (revision) 5111.1, District Residency
- 1516-47 Approval of Board Policy and Administrative Regulation 5141, Health Care and Emergencies, revision
- 1516-48 Approval of Board Policy and Administrative Regulation 6142.1, Sexual Health and HIV/AIDS Prevention Instruction, revision
- 1516-49 Approval of Deletion of Exhibit 5141.6, School Health Services, revision
- 1516-50 Approval of Deletion of Administrative Regulation 5111.12, Residency Based on Parent/Guardian Employment, revision

H. ADVANCED PLANNING

1. Next Regular Board Meeting will be held on February 9, 2016, at Downieville School, 130 School Street, Downieville CA 95936, beginning with Closed Session, as needed, at 5 pm and the Regular Board Meeting at 6 pm.

Suggested Agenda Items

- a. AR/BP 6145 Extracurricular Activities

I. ADJOURNMENT  
DRISCOLL/MOORE  
5/0

Adjourned at 7:11 pm.

---

Allen Wright, Clerk

---

Dr. Merrill M. Grant, Superintendent  
Secretary to the County Board of Education

Balances through January						Fiscal Year 2015/16
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
<b>Fund 01 - Gen Fund</b>						
1100	Teachers Salaries	190,198.00	223,852.00	109,531.35	114,321.49	.84-
1120	Certificated Substitutes	2,100.00	2,100.00		1,710.00	390.00
1200	Certificated Pupil Support Ser	65,054.00	66,255.00	29,986.55	30,088.55	6,179.90
1300	Certificated Supervisor Admini	77,905.00	76,969.00	32,070.40	44,898.55	.05
<b>Total for Object 1000</b>		<b>335,257.00</b>	<b>369,176.00</b>	<b>171,588.30</b>	<b>191,018.59</b>	<b>6,569.11</b>
2100	Instructional Aides' Salaries	79,742.00	74,456.00	38,027.39	39,599.38	3,170.77-
2105	Per Diem - Same Day Travel				29.00	29.00-
2120	Classified Substitutes	700.00	700.00		178.05	521.95
2200	Classified Support Salaries	10,530.00	10,698.00	5,095.75	6,167.40	565.15-
2220	Classified Substitute Salaries	500.00				.00
2300	Classified Supervisors' Admini	101,353.00	101,365.00	41,931.00	58,913.40	520.60
2400	Clerical Technical Office Staf	130,378.00	130,809.00	55,555.31	75,430.95	177.26-
2900	Other Classified Salaries	9,915.00	9,915.00		967.00	8,948.00
<b>Total for Object 2000</b>		<b>333,118.00</b>	<b>327,943.00</b>	<b>140,609.45</b>	<b>181,285.18</b>	<b>6,048.37</b>
3101	STRS Certificated Positions		38,714.00	18,411.40	20,391.97	89.37-
3102	STRS Classified Positions	36,635.00	33,475.00	240.85	240.85	32,993.30
3201	PERS Certificated Positions				8.29	8.29-
3202	PERS Classified Positions	54,763.00	51,765.00	22,185.30	30,031.81	452.11-
3301	OASDI Certificated Positions	68.00	68.00		11.16	56.84
3302	OASDI Classified Positions	19,466.00	19,345.00	8,273.06	10,732.90	339.04
3311	Medicare Certificated Position	4,681.00	5,174.00	2,417.85	2,683.41	72.74
3312	Medicare Classified Positions	4,667.00	4,539.00	1,967.42	2,545.73	25.85
3401	Health & Welfare Benefits Cert	88,592.00	85,182.00	38,843.10	41,495.86	4,843.04
3402	Health & Welfare Benefits Clas	73,935.00	75,998.00	32,515.85	43,476.78	5.37
3403	ACA FEES-CERT		1,000.00			1,000.00
3404	ACA FEES-CLASS		1,000.00			1,000.00
3501	SUI Certificated	234.00	186.00	85.80	95.58	4.62
3502	SUI Classified	234.00	163.00	70.32	90.07	2.61
3601	Workers' Compensation Certific	10,976.00	13,530.00	6,331.15	7,026.40	172.45
3602	Workers' Compensation Classifi	10,939.00	11,840.00	5,151.47	6,665.81	22.72
<b>Total for Object 3000</b>		<b>305,190.00</b>	<b>341,979.00</b>	<b>136,493.57</b>	<b>165,496.62</b>	<b>39,988.81</b>
4300	Materials and Supplies	13,306.00	13,780.00	1,790.56	10,041.69	1,947.75
4320	Custodial Grounds Supplies	1,300.00	2,972.00	26.88	1,133.33	1,811.79
4330	Office Supplies	1,000.00	1,000.00	212.84	446.53	340.63
4350	Vehicle Upkeep	5,500.00	5,500.00	1,799.50	680.60	3,019.90

Balances through January						Fiscal Year 2015/16
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
<b>Fund 01 - Gen Fund (continued)</b>						
4400	Noncapitalized Equipment	8,459.00	7,123.00	1,082.50	759.34	5,281.16
	<b>Total for Object 4000</b>	<b>29,565.00</b>	<b>30,375.00</b>	<b>4,912.28</b>	<b>13,061.49</b>	<b>12,401.23</b>
5100	Subagreements for Services	39,626.00	39,626.00	17,095.00		22,531.00
5200	Travel and Conference	24,854.00	31,087.00	4,233.67	5,660.81	21,192.52
5300	Dues and Membership	17,870.00	18,370.00	400.00	10,437.00	7,533.00
5400	Insurance	9,300.00	9,300.00		7,961.00	1,339.00
5500	Operation Housekeeping Service	9,200.00	9,200.00	769.05	2,328.67	6,102.28
5600	Rentals, Leases, Repairs, Nonc	2,600.00	2,600.00	201.50	449.31	1,949.19
5800	Professional Consulting	8,400.00	8,400.00			8,400.00
5801	Legal Services	35,500.00	35,500.00		1,842.50	33,657.50
5803	Legal Publications	500.00	500.00			500.00
5805	Personnel Expense	593.00	593.00	270.00	25.00	298.00
5806	Negotiations	1,000.00	1,000.00			1,000.00
5808	Other Services & Fees	1,500.00	1,500.00	839.04	660.96	.00
5810	Contracted Services	365,709.00	435,464.00	157,660.04	144,856.20	132,947.76
5899	SPJUSD to Reimburse			2,372.79	1,012.97	3,385.76-
5900	Communications	1,600.00	1,600.00		672.99	927.01
	<b>Total for Object 5000</b>	<b>518,252.00</b>	<b>594,740.00</b>	<b>183,841.09</b>	<b>175,907.41</b>	<b>234,991.50</b>
6200	Building and Improvement of Bu	30,032.00	30,032.00			30,032.00
6400	Equipment	13,100.00	13,100.00			13,100.00
	<b>Total for Object 6000</b>	<b>43,132.00</b>	<b>43,132.00</b>	<b>.00</b>	<b>.00</b>	<b>43,132.00</b>
7141	Tuition, excess cost etc betwe	42,224.00	38,111.00			38,111.00
7310	Direct Support/Indirect Costs					.00
	<b>Total for Object 7000</b>	<b>42,224.00</b>	<b>38,111.00</b>	<b>.00</b>	<b>.00</b>	<b>38,111.00</b>
	<b>Total for Fund 01 and Expense accounts</b>	<b>1,606,738.00</b>	<b>1,745,456.00</b>	<b>637,444.69</b>	<b>726,769.29</b>	<b>381,242.02</b>
<b>Fund 16 - FOREST RES</b>						
7211	Transfers of Pass-through Rev	270,349.00	270,349.00			270,349.00
7619	Other Authorized Interfund Tra	47,709.00	47,709.00			47,709.00
	<b>Total for Fund 16, Expense accounts and Object 7000</b>	<b>318,058.00</b>	<b>318,058.00</b>	<b>.00</b>	<b>.00</b>	<b>318,058.00</b>
	<b>Total for Org 001 - Sierra County Office of Education</b>	<b>1,924,796.00</b>	<b>2,063,514.00</b>	<b>637,444.69</b>	<b>726,769.29</b>	<b>699,300.02</b>



Checks Dated 01/01/2016 through 01/31/2016

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00014305	01/08/2016	CSNO: CONFERENCE	01-5200	REGISTRATION		395.00
00014306	01/08/2016	JANIS HARDEMAN	01-5810	NURSE SERVICES		510.00
00014307	01/08/2016	LES SCHAWB	01-4350	VEHICLE SERVICE	31.17	
			01-5600	VEHICLE SERVICE	15.59	
			01-5899	VEHICLE SERVICE	15.59	62.35
00014308	01/08/2016	LIBERTY UTILITIES CPEC	01-5500	ELECTRICAL SERVICE		664.12
00014309	01/08/2016	BARBARA MCKURTIS	01-5810	CONTRACTED CONSULTANT AGREEMENT		3,578.40
00014310	01/08/2016	MIKE MOORE	01-5200	PER DIEM		28.75
00014311	01/08/2016	NORTHEASTERN JOINT POWERS AUTHORITY	76-9571	WORKER'S COMPENSATION		6,075.00
00014312	01/08/2016	OFFICE DEPOT	01-4320	FURNITURE		554.64
00014313	01/08/2016	PITNEY BOWES, INC.	01-5600	POSTAGE MACHINE	48.37	
			01-5899	POSTAGE MACHINE	145.13	193.50
00014314	01/08/2016	SIERRA COUNTY OFFICE OF EDUCATION	01-5808	BANK SERVICE FEES		92.34
00014315	01/08/2016	TRI COUNTY SCHOOLS INSURANCE GROUP	01-9535	JAN 16 HEALTH INSURANCE	2,506.00	
			76-9576	JAN 16 HEALTH INSURANCE	13,182.10	15,688.10
00014316	01/08/2016	U.S. BANK	01-5200	SUPT. TRAVEL EXPENSES	350.00	
			01-5899	SUPT. TRAVEL EXPENSES	147.35	497.35
00014317	01/08/2016	VOYAGER	01-4350	FUEL EXPENSE	50.58	
			01-5200	FUEL EXPENSE	64.49	
			01-5899	FUEL EXPENSE	167.79	282.86
<b>Total Number of Checks</b>					<b>13</b>	<b>28,622.41</b>

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	County School Service Fund	12	9,365.31
76	Payroll Clearing	2	19,257.10
Total Number of Checks		<b>13</b>	28,622.41
Less Unpaid Sales Tax Liability			.00
<b>Net (Check Amount)</b>			<b>28,622.41</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

# Sierra County/Sierra-Plumas Joint USD

## Board Policy

### Extracurricular And Cocurricular Activities

BP 6145

#### Instruction

The Board of Education 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)

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)

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)

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**

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))

## 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 ofEducation: <http://www.cde.ca.gov> Commissionon Teacher Credentialing: <http://www.ctc.ca.gov>SIERRA COUNTY OFFICE OF EDUCATION  
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICTPolicy adopted: April 10, 2007  
revised: October 9, 2007  
revised: August 14, 2012  
revised: October 9, 2012  
revised: February 9, 2016

Sierraville, California

Loyalton, California

# Sierra County Office of Education

## School Accountability Report Card

### Reported Using Data from the 2014-15 School Year

#### Published During 2015-16

By February 1 of each year, every school in California is required by state law to publish a School Accountability Report Card (SARC). The SARC contains information about the condition and performance of each California public school. Under the Local Control Funding Formula (LCFF) all local educational agencies (LEAs) are required to prepare a Local Control Accountability Plan (LCAP), which describes how they intend to meet annual school-specific goals for all pupils, with specific activities to address state and local priorities. Additionally, data reported in an LCAP is to be consistent with data reported in the SARC.

- For more information about SARC requirements, see the California Department of Education (CDE) SARC Web page at <http://www.cde.ca.gov/ta/ac/sa/>.
- For more information about the LCFF or LCAP, see the CDE LCFF Web page at <http://www.cde.ca.gov/fg/aa/lc/>.
- For additional information about the school, parents/guardians and community members should contact the school principal or the district office.

#### **DataQuest**

DataQuest is an online data tool located on the CDE DataQuest Web page at <http://dq.cde.ca.gov/dataquest/> that contains additional information about this school and comparisons of the school to the district, the county, and the state. Specifically, DataQuest is a dynamic system that provides reports for accountability (e.g., test data, enrollment, high school graduates, dropouts, course enrollments, staffing, and data regarding English learners).

#### **Internet Access**

Internet access is available at public libraries and other locations that are publicly accessible (e.g., the California State Library). Access to the Internet at libraries and public locations is generally provided on a first-come, first-served basis. Other use restrictions may include the hours of operation, the length of time that a workstation may be used (depending on availability), the types of software programs available on a workstation, and the ability to print documents.

## **About This School**

#### **Contact Information (Most Recent Year)**

<b>School Contact Information</b>	
<b>School Name</b>	Sierra County Office of Education
<b>Street</b>	109 Beckwith Street
<b>City, State, Zip</b>	Loyalton, CA 96118
<b>Phone Number</b>	530-993-1660
<b>Principal</b>	Dr. Merrill M. Grant
<b>E-mail Address</b>	mgrant@spjUSD.org
<b>Web Site</b>	sierracountyofficeofeducation.org
<b>Grades Served</b>	K-12
<b>CDS Code</b>	46104620119289

District Contact Information	
District Name	Sierra County Office of Education
Phone Number	530-993-1660
Superintendent	Dr. Merrill M. Grant
E-mail Address	mgrant@spjUSD.org
Web Site	www.sierracountyofficeofeducation.org

### School Description and Mission Statement (Most Recent Year)

Our mission is to provide a primary education with a goal of all children achieving literacy. We provide children with the tools to encourage their total development, enhance their self-esteem and realize their potential in a safe, secure environment.

For Fiscal Year 2014-2015, Sierra County Office of Education students are students who attend school in the State of Nevada and are reported as out-of-state students. Therefore, no data is reflected for those students in this report. One student was enrolled in a Non Public School, out of district, for half the school year under the Sierra County Office of Education.

Sierra County Office of Education Special Education serves Sierra-Plumas Joint Unified School District students. Please see Sierra-Plumas school sites School Accountability Report Card for more detail.

Sierra County student population is less than 10, therefore no data is reflected for those students in this report. All students are listed under the enrollment of schools in the Sierra-Plumas Joint Unified School District.

### Student Enrollment by Grade Level (School Year 2014-15)

Grade Level	Number of Students

### Student Enrollment by Group (School Year 2014-15)

Student Group	Percent of Total Enrollment

## A. Conditions of Learning

### State Priority: Basic

The SARC provides the following information relevant to the Basic State Priority (Priority 1):

- Degree to which teachers are appropriately assigned and fully credentialed in the subject area and for the pupils they are teaching;
- Pupils have access to standards-aligned instructional materials; and
- School facilities are maintained in good repair.

### Teacher Credentials

Teachers	School			District
	2013-14	2014-15	2015-16	2015-16
With Full Credential	3	2	2	3
Without Full Credential	0	0	0	0
Teaching Outside Subject Area of Competence (with full credential)	0	0	0	0

### Teacher Misassignments and Vacant Teacher Positions

Indicator	2013-14	2014-15	2015-16
Misassignments of Teachers of English Learners	0	0	0
Total Teacher Misassignments *	0	0	0
Vacant Teacher Positions	0	0	0

Note: "Misassignments" refers to the number of positions filled by teachers who lack legal authorization to teach that grade level, subject area, student group, etc.

\* Total Teacher Misassignments includes the number of Misassignments of Teachers of English Learners.

### Core Academic Classes Taught by Highly Qualified Teachers (School Year 2014-15)

Location of Classes	Percent of Classes In Core Academic Subjects	
	Taught by Highly Qualified Teachers	Not Taught by Highly Qualified Teachers
This School	100	0
All Schools in District	85.2	14.8
High-Poverty Schools in District	0	0
Low-Poverty Schools in District	0	0

Note: High-poverty schools are defined as those schools with student eligibility of approximately 40 percent or more in the free and reduced price meals program. Low-poverty schools are those with student eligibility of approximately 39 percent or less in the free and reduced price meals program.

### Quality, Currency, Availability of Textbooks and Instructional Materials (School Year 2015-16)

Year and month in which data were collected: N/A

Students use textbooks issued by their school of enrollment. See school site pages for more information.

Core Curriculum Area	Textbooks and Instructional Materials/ Year of Adoption	From Most Recent Adoption?	Percent of Students Lacking Own Assigned Copy
Reading/Language Arts			n/a
Mathematics			n/a
Science			n/a
History-Social Science			n/a
Foreign Language			n/a
Health			n/a
Visual and Performing Arts			n/a
Science Laboratory Equipment (grades 9-12)			n/a

### School Facility Conditions and Planned Improvements (Most Recent Year)

To determine the condition of our facilities, our district performs an annual inspection using the Facilities Inspection Tool, which is issued by the Office of Public School Construction.

Base on that survey, we've answered the questions you see on this report. Please note that the information reflects the condition of our building as of the date of the report. Since that time, those conditions may have changed.

**School Facility Good Repair Status (Most Recent Year)**

School Facility Good Repair Status (Most Recent Year)				
Year and month in which data were collected: September 2015				
System Inspected	Repair Status			Repair Needed and Action Taken or Planned
	Good	Fair	Poor	
<b>Systems:</b> Gas Leaks, Mechanical/HVAC, Sewer	X			
<b>Interior:</b> Interior Surfaces	X			
<b>Cleanliness:</b> Overall Cleanliness, Pest/ Vermin Infestation	X			
<b>Electrical:</b> Electrical	X			
<b>Restrooms/Fountains:</b> Restrooms, Sinks/ Fountains	X			
<b>Safety:</b> Fire Safety, Hazardous Materials	X			
<b>Structural:</b> Structural Damage, Roofs			X	Roof is worn out.
<b>External:</b> Playground/School Grounds, Windows/ Doors/Gates/Fences	X			

**Overall Facility Rating (Most Recent Year)**

Year and month in which data were collected: September 2015				
Overall Rating	Exemplary	Good	Fair	Poor
			X	

**B. Pupil Outcomes**

**State Priority: Pupil Achievement**

The SARC provides the following information relevant to the State priority: Pupil Achievement (Priority 4):

- Statewide assessments (i.e., California Assessment of Student Performance and Progress [CAASPP], Science California Standards Tests); and
- The percentage of pupils who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study

**California Assessment of Student Performance and Progress Results for All Students (School Year 2014-15)**

Subject	Percent of Students Meeting or Exceeding the State Standards (grades 3-8 and 11)		
	School	District	State
English Language Arts/Literacy			
Mathematics			

Note: Percentages are not calculated when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

**CAASPP Assessment Results - English Language Arts (ELA)**

**Disaggregated by Student Groups, Grades Three through Eight and Eleven (School Year 2014-15)**

Student Group	Grade	Number of Students		Percent of Students			
		Enrolled	Tested	Tested	Standard Not Met	Standard Nearly Met	Standard Met

Double dashes (--) appear in the table when the number of students is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.



Note: The number of students tested includes students that did not receive a score; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using students with scores.

**CAASPP Assessment Results - Mathematics**

**Disaggregated by Student Groups, Grades Three through Eight and Eleven (School Year 2014-15)**

Student Group	Grade	Number of Students		Percent of Students				
		Enrolled	Tested	Tested	Standard Not Met	Standard Nearly Met	Standard Met	Standard Exceeded

Double dashes (--) appear in the table when the number of students is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Note: The number of students tested includes students that did not receive a score; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using students with scores.

**California Standards Tests for All Students in Science (Three-Year Comparison)**

Subject	Percent of Students Scoring at Proficient or Advanced (meeting or exceeding the state standards)								
	School			District			State		
	2012-13	2013-14	2014-15	2012-13	2013-14	2014-15	2012-13	2013-14	2014-15
Science (grades 5, 8, and 10)									

Note: Scores are not shown when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

**California Standards Tests Results by Student Group in Science (School Year 2014-15)**

Student Group	Percent of Students Scoring at Proficient or Advanced
---------------	-------------------------------------------------------

Note: Scores are not shown when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

**Career Technical Education Programs (School Year 2014-15)**

**Career Technical Education Participation (School Year 2014-15)**

Measure	CTE Program Participation
Number of pupils participating in CTE	0
% of pupils completing a CTE program and earning a high school diploma	0
% of CTE courses sequenced or articulated between the school and institutions of postsecondary education	0

**Courses for University of California and/or California State University Admission**

UC/CSU Course Measure	Percent
2014-15 Students Enrolled in Courses Required for UC/CSU Admission	
2013-14 Graduates Who Completed All Courses Required for UC/CSU Admission	

**State Priority: Other Pupil Outcomes**

The SARC provides the following information relevant to the Other Pupil Outcomes State Priority (Priority 8):

- Pupil outcomes in the subject areas of English, mathematics, and physical education.

**California High School Exit Examination Results for Grade Ten Students (Three-Year Comparison)**

Subject	Percent of Students Scoring at Proficient or Advanced								
	School			District			State		
	2012-13	2013-14	2014-15	2012-13	2013-14	2014-15	2012-13	2013-14	2014-15
English-Language Arts									
Mathematics									

Note: Percentages are not calculated when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

**California High School Exit Examination Grade Ten Results by Student Group (School Year 2014-15)**

Group	English-Language Arts			Mathematics		
	Percent Not Proficient	Percent Proficient	Percent Advanced	Percent Not Proficient	Percent Proficient	Percent Advanced

Note: Percentages are not calculated when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

**California Physical Fitness Test Results (School Year 2014-15)**

Grade Level	Percent of Students Meeting Fitness Standards		
	Four of Six Standards	Five of Six Standards	Six of Six Standards

Note: Percentages are not calculated when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

**C. Engagement**

**State Priority: Parental Involvement**

The SARC provides the following information relevant to the Parental Involvement State Priority (Priority 3):

- Efforts the school district makes to seek parent input in making decisions for the school district and each schoolsite.

**Opportunities for Parental Involvement (Most Recent Year)**

Sierra County Opportunity School welcomes parental involvement. This process is altered each year in accordance with student attendance, parent schedules and district school parent involvement activities.

**State Priority: Pupil Engagement**

The SARC provides the following information relevant to the Pupil Engagement State Priority (Priority 5):

- High school dropout rates; and
- High school graduation rates.

**Dropout Rate and Graduation Rate (Four-Year Cohort Rate)**

Indicator	School			District			State		
	2011-12	2012-13	2013-14	2011-12	2012-13	2013-14	2011-12	2012-13	2013-14
Dropout Rate									
Graduation Rate									

**Completion of High School Graduation Requirements (Graduating Class of 2014)**

Group	Graduating Class of 2014		
	School	District	State

## State Priority: School Climate

The SARC provides the following information relevant to the School Climate State Priority (Priority 6):

- Pupil suspension rates;
- Pupil expulsion rates; and
- Other local measures on the sense of safety.

### Suspensions and Expulsions

Rate	School			District			State		
	2012-13	2013-14	2014-15	2012-13	2013-14	2014-15	2012-13	2013-14	2014-15
Suspensions	n/a	n/a	n/a	12	10	5	5.07	4.36	3.80
Expulsions	n/a	n/a	n/a	0	0	0	.13	.10	.09

### School Safety Plan (Most Recent Year)

Sierra County Office of Education is situated in a small rural town. Staff members remain vigilant during school breaks and before and after school each day. Being very small and intimate, the staff is very familiar with all of the parents, guardians and other family members of the children. The school building is situated securely between Loylton Elementary School and the District Office Complex. All visitors are asked to check in at the school office, and regular school volunteers are screened. Our Safety Plan is based on the National Emergency Management System and is reviewed by the Board of Education annually. The plan covers emergency action procedures and general crisis management for potential situations in the classroom, outside the building and while on school buses. The School Safety Plan is reviewed annually by the administrators and the Board of Education. The school runs practice safety drills (fire, earthquake, intruder) several times a year on a surprise basis to monitor the effectiveness of each drill. This includes a week-long safety training for all staff and students.

## D. Other SARC Information

The information in this section is required to be in the SARC but is not included in the state priorities for LCFF.

### Adequate Yearly Progress Overall and by Criteria (School Year 2014-15)

AYP Criteria	School	District	State
Made AYP Overall	n/a	No	Yes
Met Participation Rate: English-Language Arts	n/a	Yes	Yes
Met Participation Rate: Mathematics	n/a	Yes	Yes
Met Percent Proficient: English-Language Arts	n/a	n/a	N/A
Met Percent Proficient: Mathematics	n/a	n/a	N/A
Met Attendance Rate	n/a	No	Yes
Met Graduation Rate	n/a	n/a	Yes

### Federal Intervention Program (School Year 2015-16)

Indicator	School	District
Program Improvement Status	n/a	Not in PI
First Year of Program Improvement	n/a	
Year in Program Improvement*	n/a	
Number of Schools Currently in Program Improvement	N/A	
Percent of Schools Currently in Program Improvement	N/A	

Note: Cells with N/A values do not require data.

**Average Class Size and Class Size Distribution (Elementary)**

Grade Level	2012-13				2013-14				2014-15			
	Avg. Class Size	Number of Classes			Avg. Class Size	Number of Classes			Avg. Class Size	Number of Classes		
		1-20	21-32	33+		1-20	21-32	33+		1-20	21-32	33+

Note: Number of classes indicates how many classes fall into each size category (a range of total students per class).

**Average Class Size and Class Size Distribution (Secondary)**

Subject	2012-13				2013-14				2014-15			
	Avg. Class Size	Number of Classrooms			Avg. Class Size	Number of Classrooms			Avg. Class Size	Number of Classrooms		
		1-22	23-32	33+		1-22	23-32	33+		1-22	23-32	33+
English												
Mathematics												
Science												
Social Science												

Note: Number of classes indicates how many classrooms fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

**Academic Counselors and Other Support Staff (School Year 2014-15)**

Title	Number of FTE Assigned to School	Average Number of Students per Academic Counselor
Academic Counselor	0	0
Counselor (Social/Behavioral or Career Development)	0	N/A
Library Media Teacher (Librarian)	0	N/A
Library Media Services Staff (Paraprofessional)	0	N/A
Psychologist	.1	N/A
Social Worker	0	N/A
Nurse	0	N/A
Speech/Language/Hearing Specialist	0	N/A
Resource Specialist	0	N/A
Other	.5	N/A

Note: Cells with N/A values do not require data. One Full Time Equivalent (FTE) equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time.

**Expenditures per Pupil and School Site Teacher Salaries (Fiscal Year 2013-14)**

Level	Expenditures Per Pupil			Average Teacher Salary
	Total	Supplemental/ Restricted	Basic/ Unrestricted	
School Site	n/a	n/a	n/a	n/a
District	N/A	N/A	n/a	
Percent Difference: School Site and District	N/A	N/A	n/a	n/a
State	N/A	N/A		
Percent Difference: School Site and State	N/A	N/A	n/a	n/a

Note: Cells with N/A values do not require data.

**Types of Services Funded (Fiscal Year 2014-15)**

Sierra County Office of Education Special Education serves Sierra-Plumas Joint Unified School District students. Please see Sierra-Plumas school sites School Accountability Report Card for more detail.

**Teacher and Administrative Salaries (Fiscal Year 2013-14)**

Category	District Amount	State Average for Districts In Same Category
Beginning Teacher Salary	33,673	38,953
Mid-Range Teacher Salary	51,397	57,105
Highest Teacher Salary	69,123	74,127
Average Principal Salary (Elementary)	98,633	90,225
Average Principal Salary (Middle)		98,146
Average Principal Salary (High)	99,921	97,758
Superintendent Salary	120,000	117,803
Percent of Budget for Teacher Salaries	28%	34%
Percent of Budget for Administrative Salaries	5%	7%

For detailed information on salaries, see the CDE Certificated Salaries & Benefits Web page at <http://www.cde.ca.gov/ds/fd/cs/>.

**Advanced Placement (AP) Courses (School Year 2014-15)**

Subject	Number of AP Courses Offered*	Percent of Students In AP Courses
Computer Science	0	N/A
English	0	N/A
Fine and Performing Arts	0	N/A
Foreign Language	0	N/A
Mathematics	0	N/A
Science	0	N/A
Social Science	0	N/A
All courses	0	

\* Cells with N/A values do not require data. Where there are student course enrollments.

**Professional Development (Most Recent Three Years)**

In conjunction with Sierra-Plumas Joint Unified School District, a Professional Learning Community (PLC) was implemented and meets approximately 10 afternoons throughout the school year. The school's primary focus is the utilization of technology in order to increase student achievement.

**TRAVEL AND CONFERENCE EXPENSE CLAIM FORM**

Name: Blaine Donnelly Address: PO BOX 271 School: SPJUSD

**MILEAGE-DESTINATION-PURPOSE**

Cisco Certified Entry Networking Technician (CCENT) validates the ability to install, operate and troubleshoot a small enterprise branch network, including basic network security. The curriculum covers networking fundamentals, WAN technologies, basic security and wireless concepts, routing and switching fundamentals, and configuring simple networks. CCENT is the first step toward achieving CCNA, which covers medium size enterprise branch networks with more complex connections.

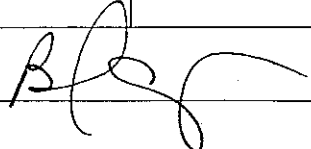
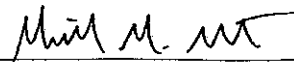
Cisco Certified Network Associate (CCNA) is an entry-level certification for the Cisco certified professional program. This exam tests a candidate's knowledge and skills required to install, operate, and troubleshoot a small to medium size enterprise branch network. The topics include connecting to a WAN; implementing network security; network types; network media; routing and switching fundamentals; the TCP/IP and OSI models; IP addressing; WAN technologies; operating and configuring IOS devices; extending switched networks with VLANs; determining IP routes; managing IP traffic with access lists; establishing point-to-point connections; and establishing Frame Relay connections.

**PER DIEM**

Date	Purchase Order #	Purpose	Meals			Total
			B \$10	L \$11	D \$18	
7/6/16 - 7/14/16		Dinner Only			9	\$162

**MISCELLANEOUS - DON'T FORGET YOUR RECEIPTS**

Date	Purchase Order #	Specify Expense	Total
7/6/16 - 7/14/16		CBT Express Training Tampa, FL includes both CCENT & CCNA Certifications, Hotel/Lodging, Breakfast & Lunch.	5,494.00
7/6/16		Airfare RND - TAMPA - RND	531.96

Signature of Claimant:  Total Expenses: \$ \_\_\_\_\_  
 Administrator: \_\_\_\_\_ Total Mileage: \$ \_\_\_\_\_  
 Approval/Superintendent:  TOTAL: \$ 6,187.96

CBT Campus, LLC  
905 E Martin Luther King Jr Dr #500  
Tarpon Springs, FL 34689  
Phone: (800) 653-4933 \* (727) 724-8994  
Fax: (727) 725-0238

# PRO FORMA PRICE QUOTE

## Customer Information

Date:  
1/26/2016  
For Office Use  
Init  
Mgr  
Source Code  
GOOGXP  
TLX  
PEP  
Contact Name  
Company Name  
City  
Telephone  
Fax  
Email

SALES REP

QTY  
PRODUCT #  
DESCRIPTION  
UNIT PRICE  
TOTAL  
(530) 771-7927  
State  
Zip Code  
Price quote Valid for  
days  
Address

## Product Information

CA  
() -  
LOYALTON  
96118  
bdonnelly@spjUSD.org  
Blaine Donnelly  
SIERRA PLUMAS JOINT UNIFIED SCHOOL DIST.

PEP  
5

*Includes all  
4,000  
courses  
online  
for \$999*

6923  
Diamond - Gold CCNA 9 Day Boot Camp

TOTAL CHARGES

\$5,494.00  
\$5,494.00  
\$5,494.00

C.C. #  
Exp  
Name:  
Credit Card (check one)  
Visa/MC  
Am Ex  
Disc  
SU. AL  
TAX  
FREIGHT

\$0.00  
\$0.00  
\$5,494.00

CVV/CVC  
I authorize CBT CAMPUS, LLC to charge my credit card for the amount stated above under TOTAL CHARGES which is

**Subject:** Quote for our 9-day CCNA boot camp with online training  
**Date:** Tuesday, January 26, 2016 at 1:03:31 PM Pacific Standard Time  
**From:** Chase Perkins  
**To:** Blaine Donnelly  
**Priority:** High

Hi Blaine,

Per our conversation, I have attached a quote above for our 9-day accelerated, instructor-led CCENT/CCNA boot camp with the online training as well. Here is what is included:

- All Cisco CCENT/CCNA Training Materials
- 12 month Subscription to the [IT Select Reference Library](#), Powered by Books 24x7
- State-of-the-art Training and Lab Equipment
- Exam Simulators
- On-site Test Vouchers
- Breakfast Daily
- Lunch Daily
- In-class Internet Access
- Personal Computer Station for Each Student
- FREE wireless and wired high speed internet access in guest room and common areas
- Outdoor swimming pool
- **1 Year Certification Guarantee**
- Hotel accommodations include access to a state-of-the-art, 24-hour fitness center, inviting in-room amenities, premium cable television and on-demand movies, all conveniently close to your classroom and lab.
- FREE shuttle to and from Tampa International Airport
- 1 year access to SkillSoft elearning [IT/Business library](#).

Just let me know if there is anything else you need from me to get this in place for you. Our camps are kept small so that we can offer more one-on-one help from our instructor, however, that means they fill up very fast with military and other individuals. The sooner we book it, the better off you are so that you get the dates that you want.

Thanks in advance.

Chase Perkins

Senior Training Advisor

CBT Campus/CBT XPress

P 727.724.8994 x 1124

F 727.725.0238

Toll-free 800.653.4933 x 1124

[pperkins@cbtcampus.com](mailto:pperkins@cbtcampus.com)



Find us on  
Facebook!

Like

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance



## **POLICY GUIDE SHEET**

### **BP/AR 4030 - Nondiscrimination in Employment**

(BP revised; AR added)

Policy updated to reflect the mandate to adopt policy necessary to implement the state's nondiscrimination laws. Policy also updated to reflect **NEW LAW** (AB 987) which prohibits districts from retaliating or otherwise discriminating against a person for requesting accommodation of his/her disability or religious beliefs, regardless of whether the accommodation request was granted. New regulation includes the designation of the district's coordinator for nondiscrimination in employment, addresses measures to prevent employment discrimination and harassment, and incorporates complaint procedures and material on other remedies formerly in AR 4031 - Complaints Concerning Discrimination in Employment.

### **AR 4031 - Complaints Concerning Discrimination in Employment**

(AR deleted)

Regulation deleted and complaint procedures incorporated into AR 4030 - Nondiscrimination in Employment.

### **BP 4121 - Temporary/Substitute Personnel**

(BP revised)

Policy updated to reflect **NEW LAW** (AB 304) which amends the Healthy Workplaces, Healthy Families Act (AB 1522, 2014) to (1) authorize paid sick leave accrual on a basis other than one hour for each 30 hours worked, provided that the accrual is on a regular basis and the employee will have 24 hours of accrued sick leave available by the 120th calendar day of employment (new Option 2 in section "Paid Sick Leave"); (2) clarify that retired annuitants who have not reinstated to the applicable public retirement system are excluded from participation in these leave benefit provisions; and (3) provide that the district has no obligation to inquire into the purposes for which an employee uses sick leave or paid time off.

### **AR 4261.1 - Personal Illness/Injury Leave**

(AR revised)

Policy updated to reflect **NEW LAW** (AB 304) which amends the Healthy Workplaces, Healthy Families Act to (1) authorize sick leave accrual on a basis other than one hour for each 30 hours worked, provided that the accrual is on a regular basis and the employee will have 24 hours of accrued sick leave available by the 120th calendar day of employment (new Option 2 in section "Short-Term and Substitute Employees"); (2) exclude retired annuitants who have not reinstated to the applicable public retirement system from participation in these leave benefit provisions; and (3) provide that the district has no obligation to inquire into or record the purposes for which an employee uses sick leave or paid time off.

### **BP 6146.1 - High School Graduation Requirements**

(BP revised)

Policy updated to reflect **NEW LAW** (SB 172) which suspends, through the 2017-18 school year, the requirement that each student completing grade 12 successfully pass the high school exit exam as a condition of receiving a diploma or graduating from high school and requires districts to retroactively grant a diploma to any student who met all graduation requirements other than the exit exam requirement since the 2003-04 school year. Policy also reflects **NEW LAW** (AB 220) which requires that one mathematics course required for graduation be equivalent to Algebra I or Mathematics I, **NEW LAW** (AB 1764, 2014) which provides that any district requiring more than two math courses may award credit for an approved computer science course, **NEW LAW** (SB 695) which requires any district that requires health education for graduation to include instruction in sexual harassment and violence, **NEW LAW** (AB 1806, 2014) which provides that a homeless student who transfers any time after completing his/her second year of high school is exempted from locally established high school graduation requirements, and **NEW LAW** (AB 1166) which allows homeless students and foster youth such an exemption even if the district fails to provide timely notice of the availability of the exemption.

### **BP 6152.1 - Placement in Mathematics Courses**

(BP revised)

Policy updated to reflect **NEW LAW** (SB 359) which mandates any district which is serving 9th grade students and has not adopted a mathematics placement policy prior to January 1, 2016 to adopt a math placement policy with specific components before the beginning of the 2016-17 school year. Policy reflects other requirements of SB 359 including, but not limited to, the use of multiple objective academic measures for student placement, provision of at least one checkpoint within the first month of the school year to ensure accurate placement, and annual board examination of student placement data.

#### **BP/AR 6173 - Education for Homeless Children**

(BP/AR revised)

Updated policy reflects **NEW LAW** (AB 104) which adds homeless students as a "numerically significant student subgroup" whose needs must be addressed in the district's local control and accountability plan and adds material on program evaluation. Section on "Transportation" moved to AR. Regulation revises the definition of "school of origin" to reflect **NEW LAW** (SB 445) and revises the definition of "best interest" for consistency with policy on foster youth. Regulation reflects requirements of SB 445 to immediately enroll homeless students, allow a homeless student to remain in the school of origin or matriculate to a feeder school even if the student is no longer homeless, and provide transportation to a formerly homeless student whose individualized education program indicates that transportation is a necessary related service. Section on "Applicability of Graduation Requirements" revised to reflect **NEW LAW** (SB 172) which suspends through the 2017-18 school year the requirement to pass the high school exit exam and **NEW LAW** (AB 1166) which provides that a homeless student who transfers between schools or into the district after the second year of high school must be exempted from local graduation requirements under certain conditions even after he/she ceases to be homeless and even if the district fails to provide the required notification.

#### **AR 6173.1 - Education for Foster Youth**

(AR revised)

Regulation updated to reflect **NEW LAW** (AB 854) establishing the Foster Youth Services Coordinating Program to facilitate ongoing collaboration among local educational agencies, county child welfare agencies, and county probation departments. Section on "Applicability of Graduation Requirements" revised to reflect **NEW LAW** (SB 172) which suspends through the 2017-18 school year the requirement to pass the high school exit exam and **NEW LAW** (AB 1166) which provides that a foster youth who transfers between schools or into the district after the second year of high school must be exempted from local graduation requirements under certain conditions even after he/she ceases to be a foster youth and even if the district fails to provide the required notification. New section on "Notification and Complaints" reflects **NEW LAW** (AB 379) which provides that complaints of noncompliance with specified laws regarding the education of foster youth may be filed using uniform complaint procedures.

#### **BP 6179 - Supplemental Instruction**

(BP revised)

Policy updated to delete material requiring supplemental instruction to be provided to students in grades 7-12 who do not demonstrate sufficient progress toward passing the high school exit exam, as the exit exam is suspended through the 2017-18 school year pursuant to **NEW LAW** (SB 172). Policy also revised to clarify that the provision of supplemental instruction to students in grades 2-6 who are "at risk" of retention is optional. List of optional instruction consolidated and revised to add item #3 regarding instruction to high school students who need support to successfully complete courses required for graduation.

# Sierra County/Sierra-Plumas Joint USD

## Administrative Regulation

### Nondiscrimination In Employment

AR 4030

AR 4030

#### All Personnel

#### NONDISCRIMINATION IN EMPLOYMENT

~~Unlawful discrimination or harassment of an individual includes:~~

- ~~1. Slurs, epithets, threats or verbal abuse~~
- ~~2. Derogatory or degrading comments, descriptions, drawings, pictures or gestures~~
- ~~3. Unwelcome jokes, stories, teasing or taunting~~
- ~~4. Any other verbal, written, visual or physical conduct against the individual which:~~
  - ~~(a. Adversely affects his/her employment opportunities, or)~~
  - ~~b. Has the purpose or effect of unreasonably interfering with his/her work performance or creating an intimidating, hostile or offensive work environment~~

~~Any employee or job applicant who feels that he/she has been or is being unlawfully discriminated against or harassed should immediately contact his/her supervisor, the nondiscrimination the Superintendent in order to obtain procedures for reporting a complaint. Such complaints shall be filed in accordance with AR 4031—Complaints Concerning Discrimination in Employment. An employee may bypass his/her supervisor when the supervisor is the alleged offender.~~

~~Note: Pursuant to Government Code 11138, districts are **mandated** to adopt rules and regulations to ensure that district programs and activities are free from unlawful discriminatory practices.~~

~~Many nondiscrimination laws and regulations require identification of an employee who will be responsible for compliance with the nondiscrimination laws, as provided in the following paragraph. For example, pursuant to 34 CFR 104.7, 106.8, and 110.25, the district is required to designate the person(s) responsible for the overall implementation of the requirements of federal laws which prohibit discrimination on the basis of disability, sex, and age, i.e., Section 504 of the Rehabilitation Act of 1973 (29 USC 794), Title IX of the Education Amendments of 1972 (20 USC 1681-1688), and the Age Discrimination in Employment Act (29 USC 621-634).~~

~~The district designates the position identified below as its coordinator for nondiscrimination in employment to coordinate the district's efforts to comply with state and federal nondiscrimination laws and to answer inquiries regarding the district's nondiscrimination policies. The coordinator may be contacted at:~~

~~Personnel Technician~~

(position title)

109 Beckwith Road

P. O. Box 955

(address)

530 993-1660 ext. \*842

(telephone number)

sroberts@spjUSD.org

(email)

## **Measures to Prevent**

### **(cf. 4031 – Complaints Concerning Discrimination)**

Note: Government Code 12940 requires districts to take all reasonable steps to prevent unlawful discrimination and harassment. The following section reflects "best practices" for preventing unlawful harassment or discrimination, as identified in the California Department of Fair Employment and Housing (DFEH) and the U.S. Equal Employment Opportunity Commission (EEOC) informational publications. Examples of such publications are the DFEH's California Law Prohibits Workplace Discrimination and Harassment and the EEOC's New Compliance Manual Section 15: Race and Color Discrimination. Districts should investigate these and other relevant publications and determine which practices to adopt.

To prevent unlawful discrimination, harassment, and retaliation against district employees, volunteers, interns, and job applicants, the Superintendent or designee shall implement the following measures:

1. Publicize the district's nondiscrimination policy and regulation, including the complaint procedures and the superintendent's contact information, to employees, volunteers, interns, job applicants, and the general public by: (5 CCR 4960; 34 CFR 100.6, 106.9)
  - a. Including them in each announcement, bulletin, or application form that is used in employee recruitment
  - b. Posting them in all district schools and offices, including staff lounges and other prominent locations
  - c. Posting them on the district's web site and providing easy access to them through district-supported social media, when available

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

2. Provide to employees handouts that contains information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to anyone who feels that he/she has been the victim of any discriminatory or harassing behavior

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

3. Provide training to employees, volunteers, and interns regarding the district's nondiscrimination policy, including what constitutes unlawful discrimination, harassment, and retaliation and how and to whom a report of an incident should be made

*(cf. 1240 - Volunteer Assistance)*

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

4. Periodically review the district's recruitment, hiring, and promotion processes and regularly monitor the terms, conditions, and privileges of employment to ensure district compliance with law

### **Complaint Procedure**

Note: 34 CFR 106.8 and 110.25 mandate any district that receives federal financial assistance to adopt and publish grievance procedures providing for prompt and equitable resolution of employee complaints alleging discrimination on the basis of sex or age.

Courts have held that an employer may mitigate liability for hostile environment employment discrimination when (1) the employer took reasonable care to prevent and promptly correct the discriminatory or harassing conduct (i.e., provided a complaint procedure) and (2) the aggrieved employee unreasonably failed to take advantage of corrective opportunities offered by the employer (i.e., failure to file a complaint). In its June 1999 Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment by Supervisors, EEOC outlines the elements of an effective complaint procedure to include (1) a clear explanation of the process; (2) protection against retaliation; (3) designation of multiple individuals authorized to receive complaints; (4) a mechanism for prompt, thorough, and impartial investigation; (5) assurance of immediate and appropriate corrective action; and (6) information about time frames for filing charges with the EEOC or the DFEH.

While the EEOC's guidance recommends a "prompt" investigation, neither the law nor the EEOC delineates a specific time frame for resolution. The EEOC's guidance acknowledges that whether an investigation is considered "prompt" may vary depending on the seriousness and complexity of the circumstances and that intermediate measures may be necessary to prevent further harassment during the investigation.

The following section, including the listed timelines, is consistent with the EEOC's guidance and should be modified to reflect district practice.

Any complaint by an employee or job applicant alleging discrimination or harassment shall be addressed in accordance with the following procedures and sent to the superintendent at following address:

Superintendent of Schools  
109 Beckwith Road  
P. O. Box 955  
Loyalton CA 96118  
mgrant@spjUSD.org

1. **Notice and Receipt of Complaint:** A complainant who is an employee shall inform his/her supervisor. However, if the supervisor is the person against whom the employee is

complaining, the employee shall inform the Superintendent. A job applicant shall inform the Superintendent or designee.

The complainant may file a written complaint in accordance with this procedure, or if he/she is an employee, may first attempt to resolve the situation informally with his/her supervisor.

A supervisor or manager who has received information about an incident of discrimination or harassment, or has observed such an incident, shall report it to the superintendent, whether or not the complainant files a written complaint.

The written complaint should contain the complainant's name, the name of the individual who allegedly committed the act, a description of the incident, the date and location where the incident occurred, any witnesses who may have relevant information, other evidence of the discrimination or harassment, and any other pertinent information which may assist in investigating and resolving the complaint.

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

*(cf. 4032 - Reasonable Accommodation)*

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

Any supervisor who receives a

2. **Investigation Process:** The superintendent shall initiate an impartial investigation of an allegation of discrimination<sup>2</sup> or harassment within five business days of receiving notice of the behavior, regardless of whether a written complaint ~~shall~~ has been filed or whether the written complaint is complete.

The superintendent shall meet with the complainant to describe the district's complaint procedure and discuss the actions being sought by the complainant in response to the allegation. The superintendent shall inform the complainant that the allegations will be kept confidential to the extent possible, but that some information may be revealed as necessary to conduct an effective investigation.

*(cf. 3580 - District Records)*

*(cf. 4112.6/4212.6/4312.6 - Personnel Files)*

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

If the superintendent determines that a detailed fact-finding investigation is necessary, he/she shall begin the investigation immediately ~~notify the nondiscrimination or~~. As part of this investigation, the superintendent should interview the complainant, the person accused, and other persons who could be expected to have relevant information.

When necessary to carry out his/her investigation or to protect employee safety, the superintendent may discuss the complaint with a designee, district legal counsel, or the district's risk manager.

The superintendent also shall determine whether interim measures, such as scheduling changes, transfers, or leaves, need to be taken before the investigation is completed to ensure that the complaint is appropriately investigated in accordance with district policy

and regulations, further incidents do not occur. The superintendent shall ensure that such interim measures do not constitute retaliation.

The 3. **Written Report on Findings and Corrective Action:** No more than 20 business days after receiving the complaint, the superintendent shall conclude the investigation and prepare a written report of his/her findings. This timeline may be extended for good cause. If an extension is needed, the superintendent shall notify the complainant and explain the reasons for the extension.

The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If a determination has been made that discrimination or harassment occurred, the report also shall include any corrective action(s) that have been or will be taken to address the behavior, correct the effect on the complainant, and ensure that retaliation or further discrimination or harassment does not occur.

The report shall be presented to the complainant, the person accused, and the Superintendent or designee shall ensure that annual training is provided to all employees regarding the issues of discrimination.

4. **Appeal to the Governing Board:** The complainant or the person accused may appeal any findings to the Board within 10 business days of receiving the written report of the superintendent's findings. The Superintendent or designee shall provide the Board with all information presented during the investigation. Upon receiving an appeal, the Board shall schedule a hearing as soon as practicable. Any complaint against a district employee shall be addressed in closed session in accordance with law. The Board shall render its decision within 10 business days.

*(cf. 1312.1 - Complaints Concerning District Employees)*

*(cf. 9321 - Closed Session Purposes and Agendas)*

### **Other Remedies**

Note: Items #1-3 below state the time limits within which employees must file their complaints. The EEOC's guidance states that it is important for employers' nondiscrimination policies to contain information about time frames for filing charges of unlawful discrimination or harassment with the EEOC or DFEH. Employees should be informed that the deadline for filing charges starts to run from the last date of the unlawful act, not from the conclusion of the employer's complaint investigation. Pursuant to DFEH procedures, DFEH will automatically forward any complaint it has accepted for investigation to the EEOC when the matter falls within the EEOC's jurisdiction.

In addition to filing a discrimination or harassment complaint with the district, a person may file a complaint with either the California Department of Fair Employment and Housing (DFEH) or the Equal Employment Opportunity Commission (EEOC). The time limits for filing such complaints are as follows:

Note: Pursuant to Government Code 12960, an employee has one year to file a complaint with DFEH, although that period may be extended under certain circumstances, such as when a person obtains knowledge of the unlawful practice after the expiration of the one-year period.

1. To file a valid complaint with DFEH, within one year of the alleged discriminatory act(s), unless an exception exists pursuant to Government Code 12960

Note: 42 USC 2000e-5 specifies that a person must file a discrimination complaint with the EEOC within 180 days of the alleged discriminatory act. Pursuant to 42 USC 2000e-5, the 180-day timeline for compensation discrimination starts when the discriminatory paycheck is received and that each discriminatory paycheck restarts the timeline for the filing of a complaint.

2. To file a valid complaint directly with EEOC, within 180 days of the alleged discriminatory act(s) (42 USC 2000e-5)
3. To file a valid complaint with EEOC after first filing a complaint with DFEH, within 300 days of the alleged discriminatory act(s) or within 30 days after the termination of proceedings by DFEH, whichever is earlier (42 USC 2000e-5)

Regulation

approved: April 10, 2007  
revised: February 9, 2016

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



# Sierra County/Sierra-Plumas Joint USD

## Board Policy

### Nondiscrimination In Employment

BP 4030

#### Personnel

All Personnel

BP 4030(a)

### NONDISCRIMINATION IN EMPLOYMENT

Note: The following Board policy and accompanying administrative regulation are **mandated** pursuant to Government Code 11138. The California Fair Employment and Housing Act (FEHA) (Government Code 12900-12996) prohibits employers from discriminating against employees and job applicants on the basis of actual or perceived race, color, ancestry, national origin, age, sex, sexual orientation, gender, gender identity, gender expression, religious creed, physical or mental disability, medical condition, marital status, or genetic information. The same or similar protections are available to employees and job applicants under various provisions of federal law, including Title VI of the Civil Rights Act of 1964 (42 USC 2000d-2000d-7), Title VII of the Civil Rights Act of 1964 (42 USC 2000e-2000e-17), Title IX of the Education Amendments of 1972 (20 USC 1681-1688), the Americans with Disabilities Act (42 USC 12101-12213), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), and the Genetic Information Nondiscrimination Act (42 USC 2000ff-2000ff-11).

For policy addressing sexual harassment of and by employees, see BP/AR 4119.11/4219.11/4319.11 - Sexual Harassment.

The Governing Board ~~desires~~ determined to provide ~~adistrict employees and job applicants a safe, positive work environment where employees and job applicants they~~ are assured of full and equal employment access and opportunities ~~and are free from harassment, protection from harassment or intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights~~ in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex, or sexual orientation.

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

~~(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)~~

The Board also prohibits discrimination against any employee or job applicant in compensation, terms, conditions, and other privileges of employment and the taking of any adverse employment action, including, but not limited to, termination or the denial of employment, promotion, job assignment, or training, against an employee or job applicant based on any of the categories listed above.

(cf. 4032 - Reasonable Accommodation)

(cf. 4154/4254/4354 - Health and Welfare Benefits)

~~Prohibited discrimination consists of the taking of any adverse employment action~~

~~Note: Government Code 12940 provides that a district may not discriminate against a person, including termination or denial of promotion, job assignment, or training, or in discriminating against the person in compensation, terms, conditions, or other privileges of employment based on any of the prohibited categories of discrimination listed above.~~

~~The prohibition against discrimination based on the religious creed of an employee or job applicant includes any discrimination based on the person's religious beliefs, observances, or dress or grooming practices or any conflict between the person's unless it can demonstrate that it has explored available reasonable alternative means of accommodating the person but is unable to reasonably accommodate him/her. In addition, Government Code 12926 clarifies the definitions of "religious creed" and "sex," as stated below.~~

~~Prohibited discrimination on the basis of religious creed includes discrimination based on an employee's or job applicant's religious belief or observance, including his/her religious dress or grooming practices. In accordance with Government Code 12940, prohibited discrimination on the basis of religious creed also includes the district's failure or refusal to use reasonable means to accommodate an employee's or job applicant's religious belief, observance, or practice and which conflicts with an employment requirement. The prohibition against~~ However, the district shall not accommodate an employee's religious dress practice or religious grooming practice if it requires segregation of the individual from other employees or the public or if it would result in a violation of this policy or any law prohibiting discrimination.

~~Prohibited sex discrimination based on the sex of an employee or job applicant shall include any~~ includes discrimination based on the person's an employee's or job applicant's pregnancy, childbirth, breastfeeding, or any related medical conditions. ~~(Government Code 12926, 12940)condition.~~

*(cf. 4033 - Lactation Accommodation)*

Harassment consists of ~~any~~ unwelcome verbal, physical, or visual conduct that is based on any of the prohibited categories of discrimination listed above and that is so severe or pervasive that it adversely affects an individual's employment opportunities, has the purpose or effect of unreasonably interfering with the individual's work performance, or creates an intimidating, hostile, or offensive work environment.

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

~~Note: Retaliation against complainants or other participants in the grievance procedures is prohibited by Government Code 12940 and 34 CFR 110.34. In addition to the general prohibition against retaliation, Government Code 12940, as amended by AB 987 (Ch. 122, Statutes of 2015), provides that an employee or job applicant who requests accommodation for his/her physical or mental disability or religious belief is protected from retaliation as specified below. CSBA recommends that this protection be extended to all protected characteristics and has modified the policy accordingly.~~

~~In Thompson v. North American Stainless LP, the U.S. Supreme Court held that a third party may file an anti-retaliation suit.~~

The Board also prohibits retaliation against any district employee or job applicant who opposes any discriminatory employment practice by the district or its employee, agent, or representative or who complains, testifies, assists, or in any way participates in the district's complaint procedures instituted pursuant to this policy. No employee or job applicant who requests an accommodation for any protected characteristic listed in this policy shall be subjected to any punishment or sanction, regardless of whether the request was granted. (Government Code 12940)

~~Any district employee who engages in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal.~~

~~(cf. 4117.4 Dismissal)~~

~~(cf. 4118 Suspension/Disciplinary Action)~~

The following position is designated as Site Administrator for Nondiscrimination in Employment:

Sierra-Plumas Joint Unified School District Superintendent  
109 Beckwith Road  
Loyalton, CA 96118

~~Any employee or job applicant who believes that he/she has been or is being discriminated against or harassed in violation of district policy should, as appropriate, immediately contact his/her supervisor, the Site Administrator, or the Superintendent who shall advise the employee or applicant about the district's procedures for filing, investigating, and resolving any such complaint.~~

Complaints regarding concerning employment discrimination ~~or~~, harassment, or retaliation shall immediately be investigated in accordance with procedures specified in the accompanying administrative regulation.

Note: Pursuant to 2 CCR 11019, in certain instances, an employee's (especially a supervisor's) knowledge or notice of harassment of another employee or individual may subject the district to liability. Therefore, it is recommended that the district require its employees with knowledge of harassment or discrimination to report the incident to the appropriate district authorities. In addition, Government Code 12940 provides that an employer may be responsible for the sexual harassment of employees by nonemployees where the employer knows or should have known of the conduct and failed to take immediate and corrective action. See BP/AR 4031—Complaints Concerning Discrimination in Employment, 4119.11/4219.11/4319.11 - Sexual Harassment. See the accompanying administrative regulation for requirements related to the identification of the employee who will be responsible for compliance with the nondiscrimination laws.

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment shall report the incident to the ~~Site Administrator or Superintendent~~ or designated district coordinator as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately. The district shall protect any employee who does report such incidents from retaliation.

**Training and Notifications**

Note: Government Code 12940 requires districts to take all reasonable steps, including training, to prevent prohibited discrimination and harassment. The U.S. Equal Employment Opportunity Commission, in its April 2006 New Compliance Manual Section 15: Race and Color Discrimination, suggests proactive preventive measures for employers, including the adoption of transparent recruitment, hiring, and promotion processes; provision of training to employees; and periodic review of employment practices. For details of such measures, see the accompanying administrative regulation.

The Superintendent or designee shall use all appropriate means to reinforce the district's nondiscrimination policy. He/she shall provide training and information to employees about how to recognize harassment and discrimination, how to respond appropriately, and components of the district's policies and regulations regarding discrimination. The Superintendent or designee shall regularly review the district's employment practices and, as necessary, shall take action to ensure district compliance with the nondiscrimination laws.

~~The Superintendent or designee shall regularly publicize, within the district and in the community, the district's nondiscrimination policy and the availability of complaint procedures. Such publication shall be included in each announcement, bulletin, or application form that is used in employee recruitment. (34 CFR 100.6, 106.9)~~

~~The district's policy shall be posted in all district schools and offices including staff lounges. (5 CCR 4960)~~

Any district employee who engages in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal.

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

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

*Legal Reference:*

EDUCATION CODE

200-262.4 Prohibition of discrimination

CIVIL CODE

51.7 Freedom from violence or intimidation

GOVERNMENT CODE

11135 Unlawful discrimination

11138 Rules and regulations

12900-12996 Fair Employment and Housing Act

PENAL CODE

422.56 Definitions, hate crimes

CODE OF REGULATIONS, TITLE 2

~~7287-611019~~ Terms, conditions and privileges of employment

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

UNITED STATES CODE, TITLE 29

621-634 Age Discrimination in Employment Act

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964, as amended

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

2000ff-2000ff-11 Genetic Information Nondiscrimination Act of 2008

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964  
 6101-6107 Age discrimination in federally assisted programs  
 12101-12213 Americans with Disabilities Act  
CODE OF FEDERAL REGULATIONS, TITLE 28  
 35.101-35.190 Americans with Disabilities Act  
CODE OF FEDERAL REGULATIONS, TITLE 34  
 100.6 Compliance information  
 104.7 Designation of responsible employee for Section 504  
 104.8 Notice  
 106.8 Designation of responsible employee and adoption of grievance procedures  
 106.9 Dissemination of policy  
 110.1-110.39 Nondiscrimination on the basis of age  
COURT DECISIONS  
Thompson v. North American Stainless LP, (2011) 131 S.Ct. 863  
Shephard v. Loyola Marymount, (2002) 102 Cal.App.4th 837

Management Resources:

CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING PUBLICATIONS  
California Law Prohibits Workplace Discrimination and Harassment, December 2014  
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS  
Notice of Non-Discrimination, August 2010  
U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS  
Questions and Answers: Religious Discrimination in the Workplace, 2008  
New Compliance Manual Section 15: Race and Color Discrimination, April 2006  
Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment by Supervisors, June 1999

WEB SITES  
 California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>  
 U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>  
 U.S. Equal Employment Opportunity Commission: <http://www.eeoc.gov>

Regulation

approved: April 10, 2007  
 revised: June 12, 2012  
 revised: May 14, 2013  
 revised: February 9, 2016

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

Loyalton, California

# Sierra County/Sierra-Plumas Joint USD

## Board Policy

Temporary/Substitute Certificated Personnel

BP 4121

### TEMPORARY/SUBSTITUTE PERSONNEL

The Governing Board ~~of Education~~ 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 or designee 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.

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)*

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**

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)

To address the need for additional certificated employees when regular district employees are absent due to leaves or long-term illness, the Board may classify a teacher who is employed for at least one semester and up to one complete school year as a temporary employee. 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)

(cf. 6175 - Migrant Education Program)

(cf. 6200 - Adult Education)

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)
5. Serve only for the first semester because the district expects a reduction in student enrollment during the second semester due to mid-year 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)

(cf. 4140/4240/4340 - Bargaining Units)  
(cf. 4154/4254/4354 - Health and Welfare Benefits)

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

### **Paid Sick Leave**

Except for a retired annuitant who is not reinstated to the retirement system, any temporary or substitute employee who works for 30 or more days within a year of his/her employment shall be entitled to one hour of paid sick leave for every 30 hours worked. Accrued paid sick days shall carry over to the following year of employment, up to a maximum of 48 hours. (Labor Code 246)

Any temporary or substitute employee may begin to use accrued paid sick days on the 90th day of his/her employment, after which he/she may use the sick days as they are accrued. (Labor Code 246)

A temporary or substitute employee may use accrued sick leave for absences due to: (Labor Code 246.5)

1. His/her own need or the need of a family member, as defined in Labor Code 245.5, for the diagnosis, care, or treatment of an existing health condition or for preventive care
2. Need of the employee to obtain or seek any relief or medical attention specified in Labor Code 230(c) and 230.1(a) for the health, safety, or welfare of the employee, or his/her child, when the employee has been a victim of domestic violence, sexual assault, or stalking

(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)  
(cf. 4261.1 - Personal Illness/Injury Leave)

No employee shall be denied the right to use accrued sick days and the district shall not in any manner discriminate or retaliate against an employee for using or attempting to use sick leave, filing a complaint with the Labor Commissioner, or alleging district violation of Labor Code 245-249. The Superintendent or designee shall display a poster containing required information, provide notice to eligible employees of their sick leave rights, keep records of employees' use of sick leave for three years, and comply with other requirements specified in Labor Code 245-249 and in AR 4161.1/4361.1 - Personal Illness/Injury Leave.

### **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- during one school year. 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)

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



## Reemployment as a Probationary Employee

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~~position 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)

With the exception of on-call, day-to-day substitutes, ~~any~~ temporary or substitute employee who was released pursuant to Education Code 44954 but who has nevertheless served ~~for two consecutive school years, in a certificated position in the district~~ for at least 75 percent of each ~~year, of two consecutive school years~~ 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

LABOR CODE

220 Sections inapplicable to public employees

230 Jury duty; legal actions by domestic violence, sexual assault and stalking victims, right to time off

230.1 Employers with 25 or more employees; domestic violence, sexual assault and stalking victims, right to time off

233 Illness of child, parent, spouse or domestic partner

234 Absence control policy

245-249 Healthy Workplaces, Healthy Families Act of 2014

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

revised: February 9, 2016

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

SIERRA COUNTY OFFICE OF EDUCATION

Sierraville, California

Loyalton, California

# Sierra County/Sierra-Plumas Joint USD

## Administrative Regulation

### Personal Illness/Injury Leave

Classified Personnel

AR 4261.1(a)

#### PERSONAL ILLNESS/INJURY LEAVE

~~Classified employees employed five days a week are entitled to 12 days leave of absence, with full pay, for personal illness or injury (sick leave) per per fiscal year. for personal illness or injury (sick leave).~~ Employees who work less than a full fiscal year or fewer than five days a week (part-time employees) shall be granted sick leave in proportion to the time they work, ~~except when the.~~ However, any part-time employee whose work hours are so few as to entitle him/her to less than 24 hours of paid sick leave will per fiscal year shall be less than the district grants short term or substitute employees granted sick leave pursuant to Labor Code 246, if he/she is eligible. (Education Code 45191; Labor Code 245-249)

*(cf. 4161/4261/4361 - Leaves)*

#### ~~Classified employees~~ Use of Sick Leave

A classified employee may use sick leave for absences due to:

1. Accident or illness, whether or not the absence arises out of or in the course of employment, or by quarantine which results from contact with other persons having a contagious disease during the employee's performance of his/her duties (Education Code 45199)

2. Pregnancy, childbirth, and recovery\_ (Education Code 45193)

*(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)*

3. Personal necessity as specified in Education Code 45207

*(cf. 4161.2/4261.2/4361.2 - Personal Leaves)*

4. Medical or dental appointments

5. Industrial accident or illness when leave granted specifically for that purpose has been exhausted (Education Code 45192)

*(cf. 4261.11 - Industrial Accident/Illness Leave)*

6. Illness of the employee's child, parent, spouse, domestic partner, or domestic partner's child for up to the amount of leave that would be accrued during six months for personal illness or injury (Labor Code 233)

7. Need of the employee or his/her family member, as defined in Labor Code 245.5, for diagnosis, care, or treatment of an existing health condition or for preventive care (Labor Code 246.5)
8. Need of the employee to obtain or seek any relief or medical attention specified in Labor Code 230(c) and 230.1(a) for the health, safety, or welfare of the employee, or his/her child, when the employee has been a victim of domestic violence, sexual assault, or stalking (Labor Code 246.5)

An employee may take leave for personal illness or injury at any time during the year, even if credit for such leave has not yet been accrued. However, a new classified employee shall not be entitled to more than six days of sick leave until he/she has completed six months of active service with the district. (Education Code 45191)

Unused days of sick leave shall be accumulated from year to year without limitation. (Education Code 45191)

An employee shall reimburse the district for any unearned sick leave used as of the date of his/her termination.

The district shall not require newly employed classified employees to waive leave accumulated in a previous district. However, if the employee's previous employment was terminated for cause, the transfer of the accumulated leave shall be made only if approved by the Governing Board of Education. (Education Code 45202)

The Superintendent or designee shall notify any classified employee who leaves whose employment with the district is terminated after at least one school calendar year of employment for reasons other than for cause that, if the employee he/she accepts employment in another district, county office of education, or community college district within one year of the termination of employment, he/she may shall be entitled to request that the district transfer his/her accumulated sick leave to the his/her new employer. (Education Code 45202)

### **Notification of Absence**

An employee shall notify the Superintendent or the designated manager or supervisor of his/her need to be absent as soon as such need is known so that the services of a substitute may be secured as necessary. This notification shall include an estimate of the expected duration of absence. If the absence becomes longer than estimated, the employee shall so notify the district. If the duration of absence becomes shorter than estimated, the employee shall notify the district not later than three o'clock in the afternoon of the day preceding the day on which he/she intends to return to work.

### **Continued Absence After Available Sick Leave Is Exhausted/Differential Pay**

A classified employee who has exhausted all paid leaves, including sick leave, shall for the remainder of the five-month period of absence to which he/she is entitled, receive his/her salary minus the actual amount paid a substitute to fill the employee's position during his/her absence. (Education Code 45196)

The five-month period shall commence on the first day of the leave of absence and shall run concurrently with any other paid leave.

## **Extension of Leave**

A permanent employee who is absent because of a personal illness or injury and who has exhausted all available sick leave, vacation, compensatory overtime, and any other paid leave shall be so notified, in writing, and offered an opportunity to request additional leave. The Board may grant the employee additional leave, paid or unpaid, for a period not to exceed six months and may renew this leave for two additional six-month periods or for lesser periods. The total additional leave granted shall not exceed 18 months. (Education Code 45195)

*(cf. 4216 - Probationary/Permanent Status)*

If the employee is still unable to resume his/her duties after all available paid and unpaid leaves have been exhausted, the employee shall be placed on a reemployment list for a period of 39 months. If during this time the employee becomes able to resume the duties of his/her position, he/she shall be offered reemployment in the first vacancy in the classification of his/her previous assignment. During the 39 months, the employee's reemployment shall take preference over all other applicants except those laid off for lack of work or lack of funds, in the employee shall be ranked according to his/her seniority. (Education Code 45195)

## **Verification Requirements**

After any absence due to illness or injury, the employee shall submit a completed and signed district absence form to his/her immediate supervisor.

The Superintendent or designee may, at any time, require additional written verification by the employee's physician or medical practitioner. Such verification shall be required whenever an employee's absence record shows chronic absenteeism or a pattern of absences immediately before or after weekends and/or holidays or whenever available evidence clearly indicates that an absence is not related to illness or injury.

In addition, the Superintendent or designee may require an employee to visit a physician selected by the district, at district expense, in order to receive a report on the medical condition of the employee. The report shall include a statement as to the employee's need for additional leave of absence and a prognosis as to when the employee will be able to return to work. If the report concludes that the employee's condition does not warrant continued absence, the Superintendent or designee may, after giving notice to the employee, deny the request for additional leave.

Any district request for additional verification by an employee's physician or a district-selected physician shall be in writing and shall specify that the report to be submitted to the district should not contain the employee's genetic information.

Any genetic information received by the district on behalf of an employee shall be treated as a confidential medical record, maintained in a file separate from the employee's personnel file, and shall not be disclosed except in accordance with 29 CFR 1635.9.

Before returning to work, an employee who has been absent for surgery, hospitalization, or extended medical treatment may be asked to submit a letter from his/her physician stating that he/she is able to return to work and stipulating any recommended restrictions or limitations.

(cf. 4032 - Reasonable Accommodation)  
 (cf. 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment)

### **Short-Term and Substitute Employees**

Except for a retired annuitant who is not reinstated to the retirement system, any short-term or substitute employee who works for 30 or more days within a year of his/her employment shall be entitled to one hour of paid sick leave for every 30 hours worked. Accrued paid sick days shall carry over to the following year of employment, up to a maximum of 48 hours. (Labor Code 246)

Any short-term or substitute employee may begin to use accrued paid sick days on the 90th day of his/her employment, after which he/she may use the sick days as they are accrued. (Labor Code 246)

A short-term or substitute employee may use accrued sick leave for absences due to: (Labor Code 246.5)

1. His/her own need or the need of a family member, as defined in Labor Code 245.5, for the diagnosis, care, or treatment of an existing health condition or for preventive care
2. Need of the employee to obtain or seek any relief or medical attention specified in Labor Code 230(c) and 230.1(a) for the health, safety, or welfare of the employee, or his/her child, when the employee has been a victim of domestic violence, sexual assault, or stalking

### **Healthy Workplaces, Healthy Families Act Requirements**

No employee, including a short-term or substitute employee, shall be denied the right to use accrued sick days and the district shall not in any manner discriminate or retaliate against an employee for using or attempting to use sick leave, filing a complaint with the Labor Commissioner, or alleging district violation of Labor Code 245-249.

To ensure the district's compliance with Labor Code 245-249, the Superintendent or designee shall:

1. At a conspicuous location in each workplace, display a poster on paid sick leave that includes the following information:
  - a. That an employee is entitled to accrue, request, and use paid sick days
  - b. The amount of sick days provided by Labor Code 245-249
  - c. The terms of use of paid sick days
  - d. That discrimination or retaliation against an employee for requesting or using sick leave is prohibited by law and an employee has the right to file a complaint with the Labor Commissioner if the district discriminates or retaliates against him/her
2. Provide at least 24 hours or three days of paid sick leave to each eligible employee to use per year and allow eligible employees to use accrued sick leave upon reasonable request

3. Provide eligible employees written notice, on their pay stub or other document issued with their pay check, of the amount of paid sick leave they have available

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

4. Keep a record documenting the hours worked and paid sick days accrued and used by each eligible employee for three years

### ~~Short-Term and Substitute Employees~~

~~Any short term or substitute employee who works for 30 or more days within a year of his/her employment shall be entitled to one hour of paid sick leave for every 30 hours worked. Such employee may begin to use accrued paid sick days on the 90th day of his/her employment, after which he/she may use the sick days as they are accrued.~~

#### *Legal Reference:*

##### EDUCATION CODE

45103 Substitute employees

45190 Leaves of absence and vacations

45191 Leaves of absence for illness and injury

45193 Leave of absence for pregnancy (re use of sick leave under certain circumstances)

45195 Additional leave for nonindustrial accident or illness; reemployment preference

45196 Salary; deductions during sick leave

45202 Transfer of accumulated sick leave and other benefits

##### LABOR CODE

230 Jury duty; legal actions by domestic violence, sexual assault and stalking victims, right to time off

230.1 Employers with 25 or more employees; domestic violence, sexual assault and stalking victims, right to time off

233 Illness of child, parent, spouse or domestic partner

245-249 Healthy Workplaces, Healthy Families Act of 2014

##### COURT DECISIONS

*California School Employees Association v. Colton Joint Unified School District*, (2009) 170 Cal.App.4th 957

*California School Employees Association v. Tustin Unified School District*, (2007) 148 Cal.App.4th 510

##### ATTORNEY GENERAL OPINIONS

53 *Ops.Cal.Atty.Gen.* 111 (1970)

Regulation

approved: June 17, 2015

revised: February 9, 2016

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

# Sierra County/Sierra-Plumas Joint USD

## Board Policy

Instruction \_\_\_\_\_ BP 6146.1(a)

### HIGH SCHOOL GRADUATION REQUIREMENTS

Education Code 60851.5, as added by SB 172 (Ch. 572, Statutes of 2015), provides that the administration of the California High School Exit Examination and the requirement that each student completing grade 12 successfully pass the exam as a condition of receiving a diploma or graduating from high school are suspended for the 2015-16, 2016-17, and 2017-18 school years.

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

*(cf. 5127 - Graduation Ceremonies and Activities)*

*(cf. 5147 - Dropout Prevention)*

~~*(cf. 6143 - Courses of Study)*~~

*(cf. 6146.3 - Reciprocity of Academic Credit)*

### Course Requirements

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

1. Four courses in English (Education Code 51225.3)

*(cf. 6142.91 - Reading/Language Arts Instruction)*

Note: Education Code 51224.5 provides that, as part of the mathematics requirement, students must complete coursework at least equivalent to state content standards for Algebra I or, as amended by AB 220 (Ch. 165, Statutes of 2015), for Mathematics I. This requirement applies to all students, including students in alternative or continuing education, adult education, or special education. The State Board of Education may grant waivers for students on an individual basis.

2. Three courses in mathematics (Education Code 51225.3)

Beginning in the 2011-12 school year, all high school students beginning in the ninth grade will take three consecutive years of math classes. At least one mathematics course, or a combination of two mathematics courses, shall meet or exceed state academic content standards for Algebra I or Mathematics I. Completion of such coursework prior to grade 9, ~~of algebra coursework that meets or exceeds state academic content standards shall satisfy the Algebra I or Mathematics I requirement, but~~ shall not exempt a student from the requirement to complete three mathematics courses in grades 9-12. (Education Code 51224.5)

Students may be awarded up to one mathematics course credit for successful completion of an approved computer science course that is classified as a "category c" course based on the "a-g" course requirements for college admission. (Education Code 51225.3, 51225.35)

*(cf. 6011 - Academic Standards)*



(cf. 6142.92 - *Mathematics Instruction*)  
(cf. 6152.1 - *Placement in Mathematics Courses*)

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

(cf. 6142.93 - *Science Instruction*)

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

(cf. 6142.3 - *Civic Education*)  
 (cf. 6142.94 - *History-Social Science Instruction*)

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

To be counted towards meeting graduation requirements, a CTE course shall be aligned to the CTE model curriculum standards and framework adopted by the State Board of Education.

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

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

(cf. 6142.7 - *Physical Education and Activity*)  
6142.1 - *Sexual Health and HIV/AIDS Prevention Instruction*  
 (cf. 6142.4 - *Service Learning/Community Service Classes*)  
(cf. 6142.8 - *Comprehensive Health Education*)

(cf. 7. One course in state requirements

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

With the inception of an eight period block schedule, the unit requirements are **300 Credits**.

~~\* Class of 2012— 270 Credits~~

~~\* Class of 2013— 285 Credits~~

~~\* Class of 2014— 300 Credits~~

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

(cf. 6146.11 - *Alternative Credits Toward Graduation*)  
 (cf. 6146.2 - *Certificate of Proficiency/High School Equivalency*)  
(cf. 6146.4 - *Differential Graduation and Competency Standards for Students with Disabilities*)

The Superintendent or designee shall exempt or waive specific course requirements for foster youth ~~or~~, homeless students, and children of military families in accordance with Education Code 51225.31 and 49701.

~~(cf. 6173 - Education for Homeless Children)~~

~~(cf. 6173.1 - Education for Foster Youth)~~

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

### **High School Exit Examination**

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

~~(cf. 6159 - Individualized Education Program)~~

~~(cf. 6162.52 - High School Exit Examination)~~

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

~~(cf. 5148.2 - Before/After School Programs)~~

~~(cf. 6177 - Summer School)~~

~~(cf. 6179 - Supplemental Instruction)~~

~~Students who have passed all state and local graduation requirements except one or both parts of the exit exam by the end of grade 12 shall be informed of educational options available within the district and/or the community to enable them to continue their progress toward a high school diploma or the equivalent of a diploma.~~

~~(cf. 6158 - Independent Study)~~

~~(cf. 6184 - Continuation Education)~~

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

### **Certificates of Completion**

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

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

### **Retroactive Diplomas**

Until July 31, 2018, any student who completed grade 12 in the 2003-04 school year or a subsequent school year and has met all applicable graduation requirements other than the passage of the high school exit examination shall be granted a high school diploma. (Education Code 60851.6)

The district may retroactively grant a high school diploma to a former student who was interned by order of the federal government during World War II or who is an honorably discharged veteran of World War II, the Korean War, or the Vietnam War, provided that he/she was

enrolled in a district school immediately preceding the internment or military service and he/she did not receive a diploma because his/her education was interrupted due to the internment or military service.

~~The district also may retroactively grant a diploma to a~~ A deceased former student who satisfies ~~the above these~~ conditions. ~~The~~ may be granted a retroactive diploma shall to be received by ~~the deceased student's his/her~~ next of kin.- (Education Code 51430)

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

Legal Reference:

EDUCATION CODE

47612 Enrollment in charter school  
 48200 Compulsory attendance  
 48412 Certificate of proficiency  
 48430 Continuation education schools and classes  
 48645.5 Acceptance of coursework  
 48980 Required notification at beginning of term  
 49701 Interstate Compact on Educational Opportunity for Military Children  
 51224 Skills and knowledge required for adult life  
 51224.5 Algebra instruction  
 51225.1 Exemption from district graduation requirements  
 51225.2 Pupil in foster care defined; acceptance of coursework, credits, retaking of course  
 51225.3 High school graduation  
 51225.35 Mathematics course requirements; computer science  
 51225.36 Instruction in sexual harassment and violence; districts that require health education for graduation  
 51225.5 Honorary diplomas; foreign exchange students  
 51228 Graduation requirements  
 51240-51246 Exemptions from requirements  
 51250-51251 Assistance to military dependents  
 51410-51412 Diplomas  
 51420-51427 High school equivalency certificates  
 51450-51455 Golden State Seal Merit Diploma  
 51745 Independent study restrictions  
 56390-56392 Recognition for educational achievement, special education  
 60851.5 Suspension of high school exit examination  
 60851.6 Retroactive diploma; completion of all graduation requirements except high school exit examination  
 66204 Certification of high school courses as meeting university admissions criteria  
 67386 Student safety; affirmative consent standard

CODE OF REGULATIONS, TITLE 5

1600-1651 Graduation of students from grade 12 and credit toward graduation

COURT DECISIONS

O'Connell v. Superior Court (Valenzuela), (2006) 141 Cal.App.4th 1452

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>  
 California Department of Education, High School: <http://www.cde.ca.gov/ci/g/hs>  
 University of California, List of Approved a-g Courses:  
<http://www.universityofcalifornia.edu/admissions/freshman/requirements>

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

Regulation

approved: April 10, 2007

revised: September 14, 2010

revised: April 12, 2011

revised: May 8, 2012

| revised: April 8, 2014  
revised: February 9, 2016

Loyalton, California

# Sierra County/Sierra-Plumas Joint USD

Board Policy

**Instruction**

BP 6152.1(a)

## PLACEMENT IN MATHEMATICS COURSES

Note: The Governing Board of any district which serves 9th-grade students and has not adopted a mathematics placement policy is **mandated** pursuant to Education Code 51224.7, as added by SB 359 (Ch. 508, Statutes of 2015), to develop and, at a regularly scheduled public Board meeting, adopt a fair, objective, and transparent mathematics placement policy with specified components, before the 2016-17 school year. Even a district with an adopted mathematics placement policy must ensure that its policy includes components specified in Education Code 51224.7. Districts serving students that are transitioning between elementary and middle or junior high school are authorized, but not required, to adopt and implement a policy that satisfies the components specified in Education Code 51224.7.

Pursuant to Education Code 51225.3, high school graduation requirements include the completion of at least two mathematics courses in grades 9-12. Pursuant to Education Code 51224.5, as amended by AB 220 (Ch. 165, Statutes of 2015), one of those two courses must meet or exceed state content standards for Algebra I or Mathematics I. While the completion of Algebra I or Mathematics I coursework prior to 9th grade would satisfy this requirement, it does not exempt a student from the requirement to complete two mathematics courses in grades 9-12. See BP 6142.92 - Mathematics Instruction and BP 6146.1 - High School Graduation Requirements.

According to a report released in 2013 by the Lawyers' Committee for Civil Rights of San Francisco Bay Area, [Held Back: Addressing Misplacement of 9th Grade Students in Bay Area School Math Classes](#), in many districts, high school freshmen who have successfully completed Algebra I in 8th grade are placed in 9th grade Algebra I class. In adding Education Code 51224.7, the legislature declared that placement in appropriate mathematics courses is critically important for a student in his/her middle and high school years, and that misplacement in the sequence of mathematics courses creates barriers for educational success, especially for students of color.

The Governing Board believes that a sound educational program must include the study of subjects that prepare students for admission to higher education and/or a fulfilling career. To the extent possible, district students shall be provided an opportunity to complete a sequence of mathematics courses recommended for admission into the University of California and California State University systems.

*(cf. 6141.5 - Advanced Placement)*

*(cf. 6142.92 - Mathematics Instruction)*

*(cf. 6143 - Courses of Study)*

*(cf. 6146.1 - High School Graduation Requirements)*

The Superintendent or designee shall work with district teachers, counselors, and administrators and the representatives of feeder schools to develop consistent protocols for placing students in mathematics courses offered at district high schools. Such placement protocols shall systematically take into consideration multiple objective academic measures that may include, but are not limited to, interim and summative assessments, placement tests that are aligned to state-adopted content standards in mathematics, classroom assignment and grades, and report cards.

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

*(cf. 6162.5 - Student Assessment)*  
*(cf. 6162.51 - State Academic Achievement Tests)*

Students shall be enrolled in mathematics courses based on the placement protocols. No student shall repeat a mathematics course which he/she has successfully completed based on the district's placement protocols.

When a student does not qualify to be enrolled in a higher level mathematics course based on a consideration of the objective measures specified in the placement protocols, he/she may nevertheless be admitted to the course based on the recommendation of a teacher or counselor who has personal knowledge of the student's academic ability.

The placement protocols shall specify a time within the first month of the school year when students shall be reevaluated to ensure that they are appropriately placed in mathematics courses and shall specify the criteria the district will use to make this determination. Any student found to be misplaced shall be promptly placed in the appropriate mathematics course.

Within 10 school days of an initial placement decision or a placement decision upon reevaluation, a student and his/her parent/guardian who disagree with the placement of the student may appeal the decision to the Superintendent or designee. The Superintendent or designee shall decide whether or not to overrule the placement determination within 10 school days of receiving the appeal. The decision of the Superintendent or designee shall be final.

*(cf. 5123 - Promotion/Acceleration/Retention)*

District staff shall implement the placement protocols uniformly and without regard to students' race, sex, gender, nationality, ethnicity, socioeconomic background, or other subjective or discriminatory consideration in making placement decisions.

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

The Superintendent or designee shall ensure that all teachers, counselors, and other district staff responsible for determining students' placement in mathematics courses receive training on the placement protocols.

*(cf. 4131 - Staff Development)*

Prior to the beginning of each school year, the Superintendent or designee shall communicate the district's commitment to providing students with the opportunity to complete mathematics courses recommended for college admission, including approved placement protocols and the appeal process, to parents/guardians, students, teachers, school counselors, and administrators.

This policy and the district's mathematics placement protocols shall be posted on the district's web site. (Education Code 51224.7)

*(cf. 1113 - District and School Web Sites)*

Annually, the Board and the Superintendent or designee shall review student data related to placement and advancement in the mathematics courses offered at district high schools to ensure

that students who are qualified to progress in mathematics courses based on their performance on objective academic measures are not held back in a disproportionate manner on the basis of their race, ethnicity, gender, or socioeconomic background. The Board and Superintendent shall also consider appropriate recommendations for removing any identified barriers to students' access to mathematics courses.

(cf. 0500 - Accountability)

*Legal Reference:*

EDUCATION CODE

200-262.4 Prohibition of discrimination

48070.5 Promotion and retention; required policy

51220 Areas of study, grades 7-12

51224.5 Completion of Algebra I or Mathematics I

51224.7 California Mathematics Placement Act of 2015

51225.3 High school graduation requirements

51284 Financial literacy

60605 State-adopted content and performance standards in core curricular areas

60605.8 Common Core standards

*Management Resources:*

CSBA PUBLICATIONS

*Math Misplacement, Governance Brief, September 2015*

*Governing to the Core, Governance Briefs*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*Mathematics Framework for California Public Schools: Kindergarten Through Grade Twelve, 2013*

*California Common Core State Standards: Mathematics, January 2013*

COMMON CORE STATE STANDARDS INITIATIVE PUBLICATIONS

*Appendix A: Designing High School Mathematics Courses Based on the Common Core State Standards*

LAWYERS' COMMITTEE FOR CIVIL RIGHTS OF THE SAN FRANCISCO BAY AREA (LCCR)

*Held Back - Addressing Misplacement of 9th Grade Students in Bay Area School Math Classes*

WEB SITES

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

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

Common Core State Standards Initiative: <http://www.corestandards.org/math>

Lawyers' Committee for Civil Rights of the San Francisco Bay Area (LCCR): <http://www.lccr.com>

Regulation  
approved: February 9, 2016

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

# Sierra County/Sierra-Plumas Joint USD

## Administrative Regulation

Instruction \_\_\_\_\_ AR 6173.1(a)

### EDUCATION FOR FOSTER YOUTH

#### Definitions

*Foster youth* means a child who has been removed from his/her home pursuant to Welfare and Institutions Code 309, is the subject of a petition filed under Welfare and Institutions Code 300 or 602, or has been removed from his/her home and is the subject of a petition filed under Welfare and Institutions Code 300 or 602 or is a nonminor who is under the transition jurisdiction of a juvenile court, as described in Welfare and Institutions Code 450, and satisfies the criteria specified in Education Code 42238.01. (Education Code 42238.01, 48853.5)

*Person holding the right to make educational decisions* means a responsible adult appointed by a court pursuant to Welfare and Institutions Code 361 or 726.

*School of origin* means the school that the foster youth attended when permanently housed or the school in which he/she was last enrolled. -If the school the foster youth attended when permanently housed is different from the school in which he/she was last enrolled, or if there is some other school that the foster youth attended within the preceding 15 months and with which the youth is connected, the district liaison for foster youth shall determine, in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the youth, and in the best interests of the foster youth, which school is the school of origin. (Education Code 48853.5)

*Best interests* means that, in making educational and school placement decisions for a foster youth, consideration is given to, among other factors, educational stability, the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress, and the foster youth's access to academic resources, services, and extracurricular and enrichment activities that are available to all district students. (Education Code 48850, 48853)

#### District Liaison

Note: Pursuant to Education Code 48853.5, districts are required to designate a staff person as the educational liaison for foster youth. This person may be the same individual designated as the liaison for homeless students as required by 42 USC 11432; see AR 6173 - Education for Homeless Children. In addition, Education Code 48853.5 requires that, for districts operating a foster youth services program, the liaison be affiliated with that program. The duties of the liaison are as specified below.

The Superintendent designates the following position as the district's liaison for foster youth:

Superintendent's Office  
 Administrative Assistant  
 P. O. Box 955  
 109 Beckwith Rd.  
 Loyalton CA 96118  
 (530) 993-1660



(Education Code 48853.5)

*(cf. 6173 - Education for Homeless Children)*

The liaison for foster youth shall:

1. Ensure and facilitate the proper educational placement, enrollment in school, and checkout from school of students in foster care (Education Code 48853.5)
2. Ensure proper transfer of credits, records, and grades when students in foster care transfer from one school to another or from one district to another (Education Code 48645.5, 48853.5)

When a student in foster care is enrolling in a district school, the liaison or designee shall contact the school last attended by the student to obtain, within two business days, all academic and other records. When a foster youth is transferring to a new school, the liaison shall provide the student's records to the new school within two business days of receiving the new school's request. (Education Code 48853.5)

*(cf. 5125 - Student Records)*

*(cf. 6146.3 - Reciprocity of Academic Credit)*

Note: Pursuant to Education Code 48853.5, 48911, 48915.5, and 48918.1, the district liaison is required to invite or notify a foster youth's attorney and the appropriate official of the county child welfare agency in certain circumstances when expulsion-related proceedings are pending against the foster youth. For specific situations requiring such invitation or notice, see AR 5144.1 - Suspension and Expulsion/Due Process.

3. When required by law, notify the foster youth's attorney and the representative of the appropriate county child welfare agency when the foster youth is undergoing any expulsion or other disciplinary proceeding, including a manifestation determination prior to a change in the foster youth's placement, when he/she is a student with a disability. (Education Code 48853.5, 48911, 48915.5, 48918.1)

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

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

*(cf. 6159.4 - Behavioral Interventions for Special Education Students)*

4. As needed, make appropriate referrals to ensure that students in foster care receive necessary special education services and services under Section 504 of the federal Rehabilitation Act of 1973

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

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

5. As needed, ensure that students in foster care receive appropriate school-based services, such as counseling and health services, supplemental instruction, and after-school services

*(cf. 5141.6 - School Health Services)*

*(cf. 5148.2 - Before/After School Programs)*

~~*(cf. 6164.2 - Guidance/Counseling Services)*~~

*(cf. 6172 - Gifted and Talented Student Program)*

*(cf. 6174 - Education for English Language Learners)*

*(cf. 6177 - Summer Learning Programs)*

*(cf. 6179 - Supplemental Instruction)*

6. Develop protocols and procedures for creating awareness for district staff, including principals, school registrars, and attendance clerks, of the requirements for the proper enrollment, placement, and transfer of foster youth

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

Education Code 42920.5-42921, as amended by AB 854 (Ch. 781, Statutes of 2015), establish the Foster Youth Services Coordinating Program and provide funding for a county office of education or consortium of county offices of education to coordinate educational support for foster youth among the districts within their jurisdiction. As part of the program, such county offices must develop and implement a coordinating plan for purposes of establishing guiding principles and protocols to provide supports for foster care students. To the extent possible, such a plan must include, but shall not be limited to, a description of how the program will establish ongoing collaboration among local educational agencies, county child welfare agencies, and county probation departments to determine the proper educational placement of foster youth. In addition, pursuant to Education Code 42921, if a district annually certifies in writing that it is unable, using any other state, federal, local or private funds, to provide tutoring, mentoring, and counseling for foster youth, it may enter into a temporary agreement with the foster youth services coordinating program to provide those services, if the program has established such services.

7. Collaborate with the county office of education, county placing agency, ~~social services, county child welfare agency, county~~ probation ~~officers~~ department, juvenile court ~~officers~~, and other appropriate agencies to help coordinate services for the district's foster youth

*(cf. 1020 - Youth Services)*

*(cf. 5113.1 - Chronic Absence and Truancy)*

Note: The following **optional** item facilitates the annual update of the local control and accountability plan required pursuant to Education Code 52060; see BP/AR 0460 - Local Control and Accountability Plan.

8. Monitor the educational progress of foster youth and provide reports to the Superintendent or designee and the Governing Board based on indicators identified in the district's local control and accountability plan

*(cf. 0460 - Local Control and Accountability Plan)*

Note: Because the district's liaison for foster youth often has additional duties pertaining to other programs, CSBA's policy brief Educating Foster Youth: Best Practices and Board Considerations recommends periodic evaluation of the liaison's caseload to determine whether he/she is able to adequately fulfill his/her duties with respect to foster youth.

The Superintendent or designee shall regularly monitor the caseload of the liaison, as well as his/her additional duties outside of the foster youth program, to determine whether adequate time and resources are available to meet the needs of foster youth in the district.

## **Enrollment**

A student placed in a licensed children's institution or foster family home within the district shall attend programs operated by the district unless one of the following circumstances applies: (Education Code 48853, 48853.5)

1. The student has an individualized education program requiring placement in a nonpublic,

nonsectarian school or agency, or in another local educational agency.

*(cf. 6159 - Individualized Education Program)*

*(cf. 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education)*

2. The parent/guardian or other person holding the right to make educational decisions for the student determines that it is in the best interest of the student to be placed in another educational program and submits a written statement to the district indicating that determination and that he/she is aware of the following:
  - a. The student has a right to attend a regular public school in the least restrictive environment.
  - b. The alternate educational program is a special education program, if applicable.
  - c. The decision to unilaterally remove the student from the district school and to place him/her in an alternate education program may not be financed by the district.
  - d. Any attempt to seek reimbursement for the alternate education program may be at the expense of the parent/guardian or other person holding the right to make educational decisions for the student.

*(cf. 5116.1 - Intradistrict Open Enrollment)*

*(cf. 5117 - Interdistrict Attendance)*

*(cf. 6159.3 - Appointment of Surrogate Parent for Special Education Students)*

3. At the initial placement or any subsequent change in placement, the student exercises his/her right to continue in his/her school of origin, as defined above.
  - a. The student may continue in the school of origin for the duration of the court's jurisdiction.
  - b. If the court's jurisdiction over a grade K-8 student is terminated prior to the end of a school year, the student may continue in his/her school of origin for the remainder of the school year.
  - c. If the court's jurisdiction is terminated while the student is in high school, the student may continue in his/her school of origin until he/she graduates.
  - d. If the student is transitioning between school grade levels, he/she shall be allowed to continue in the district of origin in the same attendance area to provide him/her the benefit of matriculating with his/her peers in accordance with the established feeder patterns of school districts. A student who is transitioning to a middle school or high school shall be allowed to enroll in the school designated for matriculation in another school district.

The district liaison may, in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the youth, recommend that the youth's right to attend the school of origin be waived and he/she be enrolled in any school that students living in the attendance area in which the foster youth resides are eligible to attend. All decisions shall be made in accordance

with the foster youth's best interests. (Education Code 48853.5)

Prior to making any recommendation to move a foster youth from his/her school of origin, the liaison shall provide the youth and the person holding the right to make educational decisions for the youth with a written explanation of the basis for the recommendation and how the recommendation serves the youth's best interests. (Education Code 48853.5)

The role of the liaison shall be advisory with respect to placement decisions and determination of the school of origin. (Education Code 48853.5)

If the liaison, in consultation with the foster youth and the person holding the right to make educational decisions for the foster youth, agrees that the best interests of the youth would be served by his/her transfer to a school other than the school of origin, the principal or designee of the new school shall immediately enroll the foster youth. The foster youth shall be immediately enrolled even if he/she: (Education Code 48853.5)

1. Has outstanding fees, fines, textbooks, or other items or monies due to the school last attended  
(*cf. 5125.2 - Withholding Grades, Diploma or Transcripts*)
2. Does not have clothing normally required by the school, such as school uniforms  
(*cf. 5132 - Dress and Grooming*)
3. Is unable to produce records normally required for enrollment, such as previous academic records, proof of residency, and medical records, including, but not limited to, immunization records or other documentation  
(*cf. 5111.1 - District Residency*)  
(*cf. 5141.26 - Tuberculosis Testing*)  
(*cf. 5141.31 - Immunizations*)  
(*cf. 5141.32 - Health Screening for School Entry*)

Note: Education Code 48853 and 48853.5 specify that, if a dispute arises regarding school placement, the district shall use an existing dispute resolution process available to any district student. The following paragraph should be modified to reflect district practice.

If the foster youth or a person with the right to make educational decisions for the foster youth disagrees with the liaison's enrollment recommendation, he/she may appeal to the Superintendent. The Superintendent shall make a determination within 30 calendar days of receipt of the appeal. Within 30 calendar days of receipt of the Superintendent's decision, the parent/guardian or foster youth may appeal that decision to the Board. The Board shall consider the issue at its next regularly scheduled meeting. The Board's decision shall be final.

(*cf. 9320 - Meetings and Notices*)

If any dispute arises regarding the request of a foster youth to remain in the school of origin, the youth has the right to remain in the school of origin pending resolution of the dispute. (Ed Code 48853.5)

### **Transportation**

The district shall not be responsible for providing transportation to and from the school of origin.

(cf. 3540 - Transportation)  
 (cf. 3541 - Transportation Routes and Services)

### **Effect of Absences on Grades**

The grades of a student in foster care shall not be lowered for any absence from school that is due to either of the following circumstances: (Education Code 49069.5)

1. A decision by a court or placement agency to change the student's placement, in which case the student's grades shall be calculated as of the date he/she left school
2. A verified court appearance or related court-ordered activity

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

### **Transfer of Coursework and Credits**

When a foster youth transfers into a district school, the district shall accept and issue full credit for any coursework that the foster youth has satisfactorily completed while attending another public school, a juvenile court school, or a nonpublic, nonsectarian school or agency and shall not require the foster youth to retake the course. (Education Code 51225.2)

If the foster youth did not complete the entire course, he/she shall be issued partial credit for the coursework completed and shall be required to take the portion of the course that he/she did not complete at his/her previous school. However, the district may require the foster youth to retake the portion of the course completed if, in consultation with the holder of educational rights for the foster youth, the district finds that the foster youth is reasonably able to complete the requirements in time to graduate from high school. -Whenever partial credit is issued to a foster youth in any particular course, he/she shall be enrolled in the same or equivalent course, if applicable, so that he/she may continue and complete the entire course. (Education Code 51225.2)

Note: Although Education Code 51225.2 requires districts to award partial credits to foster youth who transfer from school to school, there is no uniform system for calculating and awarding partial credits. To ensure consistency in the treatment of foster youth, the California Child Welfare Council (CCWC), in its Partial Credit Model Policy and Practice Recommendations available on its web site, recommends the approach specified in the following **optional** paragraph, which may be revised to reflect district practice.

Partial credits shall be awarded on the basis of 0.5 credits for every seven class periods attended per subject. If the school is on a block schedule, each block schedule class period attended shall be equal to two regular class periods per subject. Partial credits and grades earned by a student shall be included on the student's official transcript within two business days of the district's notification of the student's transfer, as required under Education Code 49069.5.

In no event shall the district prevent a foster youth from taking or retaking a course to meet the eligibility requirements for admission to the California State University or the University of California. (Education Code 51225.2)

### **Applicability of Graduation Requirements**

To obtain a high school diploma, a foster youth shall ~~pass the high school exit examination in English language and mathematics,~~ complete all courses required by Education Code 51225.3, and fulfill any additional graduation ~~requirement~~requirements prescribed by the Board.

*(cf. 6146.1 - High School Graduation Requirements)*

*(cf. 6162.52 - High School Exit Examination)*

However, when a foster youth who has completed his/her second year of high school transfers into the district from another school district or transfers between high schools within the district, he/she shall be exempted from all district-adopted coursework and other district-established graduation requirements, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of his/her fourth year of high school. Within 30 calendar days of the foster youth's transfer, the Superintendent or designee shall notify the foster youth, the person holding the right to make educational decisions for him/her, and the foster youth's social worker of the availability of the exemption and whether the foster youth qualifies for it. If the Superintendent or designee fails to provide this notification, the student shall be eligible for the exemption once notified, even if the notification occurs after the student is no longer a foster youth. (Education Code 51225.1, 60851)

To determine whether a foster youth is in his/her third or fourth year of high school, the district shall use either the number of credits the foster youth has earned as of the date of the transfer or the length of his/her school enrollment, whichever qualifies him/her for the exemption. (Education Code 51225.1)

The Superintendent or designee shall notify any foster youth who is granted an exemption and the person holding the right to make educational decisions for him/her how any requirements that are waived will affect the foster youth's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges. (Education Code 51225.1)

The district shall not require or request a foster youth to transfer schools in order to qualify for an exemption and no request for a transfer solely to qualify for an exemption shall be made by a foster youth or any person acting on behalf of a foster youth. (Education Code 51225.1)

If a foster youth is exempted from local graduation requirements, the exemption shall continue to apply after the termination of the court's jurisdiction over the student while he/she is still enrolled in school or if he/she transfers to another school or school district. (Education Code 51225.1)

Upon making a finding that a foster youth is reasonably able to complete district graduation requirements within his/her fifth year of high school, the Superintendent or designee shall: (Education Code 51225.1)

1. Inform the foster youth and the person holding the right to make educational decisions for him/her of the foster youth's option to remain in school for a fifth year to complete the district's graduation requirements and how that will affect his/her ability to gain admission to a postsecondary educational institution
2. Provide information to the foster youth about transfer opportunities available through the California Community Colleges

3. Upon agreement with the foster youth or, if he/she is under 18 years of age, the person holding the right to make educational decisions for him/her, permit the foster youth to stay in school for a fifth year to complete the district's graduation requirements

### **Eligibility for Extracurricular Activities**

A foster youth whose residence changes pursuant to a court order or decision of a child welfare worker shall be immediately deemed to meet all residency requirements for participation in interscholastic sports or other extracurricular activities. (Education Code 48850)

*(cf. 6145 - Extracurricular and Cocurricular Activities)*

*(cf. 6145.2 - Athletic Competition)*

### **Notification and Complaints**

Information regarding the educational rights of foster youth shall be included in the annual uniform complaint procedures notification distributed to students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

*(cf. 5145.6 - Parental Notifications)*

Any complaint that the district has not complied with requirements regarding the education of foster youth may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures. If the district finds merit in a complaint, the district shall provide a remedy to the affected student. A complainant not satisfied with the district's decision may appeal the decision to the California Department of Education (CDE) and shall receive a written decision regarding the appeal within 60 days of CDE's receipt of the appeal. If the CDE finds merit in an appeal, the district shall provide a remedy to the affected student. (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

*(cf. 1312.3 - Uniform Complaint Procedures)*

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

Policy adopted: April 10, 2007  
revised: November 8, 2011  
revised: February 12, 2013  
revised: April 8, 2014  
revised: February 9, 2016

Loyalton, California

# Sierra County/Sierra-Plumas Joint USD

## Administrative Regulation

Instruction \_\_\_\_\_ AR 6173(a)

### EDUCATION FOR HOMELESS CHILDREN

#### Definitions

Note: The federal McKinney-Vento Homeless Assistance Act (42 USC 11431-11435) defines "homeless students" as provided below. This law applies to foster youth in certain circumstances (i.e., when they are living in emergency or transitional shelters and when they are awaiting foster care placement); see BP/AR 6173.1 - Education for Foster Youth for state law regarding foster children.

*Homeless students* means students who lack a fixed, regular, and adequate nighttime residence and includes: (Education Code 48852.7; 42 USC 11434a)

1. Students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement

(*cf.* 6173.1 - Education for Foster Youth)

2. Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings
3. Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
4. Migratory children who qualify as homeless because they are living in conditions described in items #1-3 above
5. Unaccompanied youth who are not in the physical custody of a parent or guardian

*School of origin* means the school that the homeless student attended when permanently housed or the school in which ~~the student~~ he/she was last enrolled. ~~(42 USC 11432)~~If the school the homeless student attended when permanently housed is different from the school in which he/she was last enrolled, or if there is some other school that he/she attended within the preceding 15 months and with which he/she is connected, the district liaison shall determine, in consultation with and with the agreement of the homeless student and the person holding the right to make educational decisions for the student, and in the best interests of the homeless student, which school shall be deemed the school of origin. (Education Code 48852.7)

~~Best interest means, to the extent feasible, continuing a student's enrollment in the school of origin for the duration of his/her homelessness, except when doing so is contrary to the wishes of his/her~~



~~parent/guardian. (42 USC 11432)~~

Best interest means that, in making educational and school placement decisions for a homeless student, consideration is given to, among other factors, educational stability, the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress, and the student's access to academic resources, services, and extracurricular and enrichment activities that are available to all district students. (Education Code 48850, 48853; 42 USC 11432)

### **District Liaison**

The Superintendent designates the following staff person as the district liaison for homeless students: (42 USC 11432)

Superintendent of Schools or Homeless Liaison Designee  
109 Beckwith Road  
P. O. Box 955  
Loyalton, CA 96118  
(530) 993-1660 Ext \*837

The district's liaison for homeless students shall: (Education Code 48852.5; 42 USC 11432)

1. Ensure that homeless students are identified by school personnel and through coordinated activities with other entities and agencies

*(cf. 1400 - Relations between Other Governmental Agencies and the Schools)*  
*(cf. 3553 - Free and Reduced-Price Meals)*  
*(cf. 5141.6 - School Health Services)*

2. Ensure that homeless students enroll in, and have a full and equal opportunity to succeed in, district schools
3. Ensure that homeless families and students receive educational services for which they are eligible
4. Inform parents/guardians of the educational and related opportunities available to their children and ensure that they are provided with meaningful opportunities to participate in the education of their children

*(cf. 5145.6 - Parental Notifications)*

5. Disseminate notice of the educational rights of homeless students in district schools that provide services to homeless children and at places where they receive services, such as schools, family shelters, and hunger relief agencies (soup kitchens)
6. Mediate enrollment disputes in accordance with law, Board policy, and administrative regulation

7. Fully inform parents/guardians of all transportation services

*(cf. 3250 - Transportation Fees)*

*(cf. 3541 - Transportation Routes and Services)*

8. When notified pursuant to Education Code 48918.1, assist, facilitate, or represent a homeless student who is undergoing a disciplinary proceeding that could result in his/her expulsion

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

9. When notified pursuant to Education Code 48915.5, participate in an individualized education program team meeting to make a manifestation determination regarding the behavior of a student with a disability

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

*(cf. 6159 - Individualized Education Program)*

10. Assist a homeless student to obtain records necessary for his/her enrollment into or transfer out of district schools, including immunization, medical, and academic records

## **Enrollment**

The district shall make placement decisions for homeless students based on the student's best interest. (42 USC 11432)

~~In determining a student's best interest, a homeless student shall, to the extent feasible, be placed in his/her school of origin, unless his/her parent/guardian requests otherwise. (42 USC 11432)~~

~~The student may continue attending his/her school of origin for the duration of the homelessness or, if the student moves into permanent housing, until the end of any academic year in which he/she moves into permanent housing. (42 USC 11432)~~

~~In the case of an unaccompanied youth, the liaison shall assist in placement or enrollment decisions, consider the views of the student, and provide notice to the student of his/her appeal rights. (42 USC 11432)~~

When making a placement decision for a homeless student, the Superintendent or designee may consider the age of the student, the distance of the commute and the impact it may have on the student's education, personal safety issues, the student's need for special instruction, the length of anticipated stay in the temporary shelter or other temporary location, likely area of future housing, school placement of siblings, and the time remaining in the school year.

However, placement decisions shall not be based on whether a homeless student lives with his/her homeless parent/guardian or has been temporarily placed elsewhere. (42 USC 11432)

In the case of an unaccompanied youth, the liaison shall assist in placement or enrollment decisions, consider the views of the student, and provide notice to the student of his/her appeal rights. (42 USC 11432)

In determining a student's best interest, a homeless student shall, to the extent feasible, be placed in his/her school of origin, unless his/her parent/guardian requests otherwise. (Education Code 48852.7; 42 USC 11432)

Note: Education Code 48852.7, as added by SB 445 (Ch. 289, Statutes of 2015), and 42 USC 11432 require schools to immediately enroll homeless students as specified below. In its Non-Regulatory Guidance Education for Homeless Children and Youth Program, the USDOE recommends that the district take steps to facilitate immediate enrollment such as accepting school records directly from families, establishing school-based immunization clinics, and training staff on the legal requirements for immediate enrollment. See AR 5111.1 - District Residency.

Once a placement decision has been made, the principal or designee shall immediately enroll the student in the school of choice, ~~even if the parent/guardian is unable to provide the school with the records normally required for enrollment.~~ ~~(. The student shall be enrolled even if he/she: (Education Code 48852.7; 42 USC 11432)~~

1. Has outstanding fees, fines, textbooks, or other items or monies due to the school last attended

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

2. Does not have clothing normally required by the school, such as school uniforms

(cf. 5132 - Dress and Grooming)

3. Is unable to produce records normally required for enrollment, such as previous academic records, proof of residency, and medical records, including, but not limited to, records or other proof of immunization history

(cf. 5111 - Admission)

(cf. 5111.1 - District Residency)

(cf. 5125 - Student Records)

(cf. 5141.26 - Tuberculosis Testing)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)

The principal or designee shall immediately contact the school last attended by the student to obtain the relevant records. If the student needs to obtain immunizations or does not possess immunization or other medical records, the principal or designee shall refer the parent/guardian to the district liaison for homeless students. The district liaison shall assist the parent/guardian, or the student if he/she is an unaccompanied youth, in obtaining the necessary immunizations or records for the student. (42 USC 11432)

If the student is placed at a school other than his/her school of origin or the school requested by his/her parent/guardian, the Superintendent or designee shall provide the parent/guardian with a

written explanation of the decision along with a statement regarding the parent/guardian's right to appeal the placement decision. (42 USC 11432)

The student may continue attending his/her school of origin for the duration of the homelessness. (Education Code 48852.7; 42 USC 11432)

To ensure that the homeless student has the benefit of matriculating with his/her peers in accordance with the established feeder patterns, the following shall apply: (Education Code 48852.7)

1. If the student is transitioning between grade levels, he/she shall be allowed to continue in the same attendance area.
2. If the student is transitioning to a middle school or high school, and the school designated for matriculation is in another school district, he/she shall be allowed to continue to the school designated for matriculation in that district.

If the student's status changes before the end of the school year so that he/she is no longer homeless, he/she shall be allowed to stay in the school of origin: (Education Code 48852.7)

1. Through the duration of the school year if he/she is in grades K-8
2. Through graduation if he/she is in high school

### **Resolving Enrollment Disputes**

If a dispute arises over school selection or enrollment in a particular school, the student shall be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. (42 USC 11432)

Note: Pursuant to 42 USC 11432, when a dispute over school selection or enrollment exists between the district and a parent/guardian, the district must provide written explanation of its decision. In its Non-Regulatory Guidance Education for Homeless Children and Youth Program, the USDOE recommends that the written decision contain the elements specified below. The following **optional** paragraph should be modified to reflect district practice. See the accompanying Exhibit for a sample explanation and appeal form.

The parent/guardian shall be provided with a written explanation of the placement decision,- which shall be complete, as brief as possible, simply stated, and provided in language that the parent/guardian or student can understand. The written explanation shall include:

1. The district liaison's contact information
2. A description of the district's placement decision
3. Notice of the student's right to enroll in the school of choice pending resolution of the dispute, including the right to fully participate in all school activities

4. Notice of the parent/guardian's right to appeal the decision to the county office of education and, if the dispute remains unresolved, to the California Department of Education

The district liaison shall work to resolve an enrollment dispute as expeditiously as possible after receiving notice of the dispute. (42 USC 11432)

In working with a student's parents/guardians to resolve an enrollment dispute, the district liaison shall:

1. Inform them that they may provide written and/or oral documentation to support their position
2. Inform them that they may seek the assistance of social services, advocates, and/or service providers in having the dispute resolved
3. Provide them a simple form that they may use and turn in to the school to initiate the dispute resolution process
4. Provide them a copy of the dispute form they submit for their records
5. Provide them the outcome of the dispute for their records

If a parent/guardian disagrees with the liaison's enrollment decision, he/she may appeal the decision to the Superintendent. The Superintendent shall make a determination within five working days.

If the parent/guardian chooses to appeal the district's placement decision, the district liaison shall forward all written documentation and related paperwork to the homeless liaison at the county office of education.

### **Transportation**

Note: 42 USC 11432 mandates that districts adopt policies and practices to ensure that transportation is provided to homeless students, at the request of their parent/guardian, to and from their school of origin as specified below.

In its Non-Regulatory Guidance Education for Homeless Children and Youth Program, the USDOE states that the law imposes an affirmative obligation to transport homeless students, even if transportation is not provided to other students. The Guidance clarifies that, because the State of California receives funds under McKinney-Vento, all districts in California are subject to this requirement.

Federal law does not address the authorization provided by Education Code 39807.5 for the district to charge for the cost of home-to-school transportation. However, it is likely that most homeless students would be identified as indigent and would therefore be exempt from transportation costs. See AR 3250 - Transportation Fees.

The district shall provide transportation for a homeless student to and from his/her school of origin when the student is residing within the district and the parent/guardian requests that such transportation be provided. If the student moves outside of district boundaries, but continues to attend his/her school of origin within this district, the Superintendent or designee shall consult with

the superintendent of the district in which the student is now residing to agree upon a method to apportion the responsibility and costs of the transportation. (42 USC 11432)

*(cf. 3250 - Transportation Fees)*

*(cf. 3541 - Transportation Routes and Services)*

Note: Education Code 48852.7, as added by SB 445 (Ch. 289, Statutes of 2015), requires that the district provide transportation to a formerly homeless student with an individualized education program that provides for transportation as a related service. Education Code 48852.7 does not supersede or exceed other laws governing special education services for eligible homeless students.

The district shall not be obligated to provide transportation to students who continue attending their school of origin after they cease to be homeless, unless the formerly homeless student has an individualized education program that includes transportation as a necessary related service for the student. (Education Code 48852.7)

### **Transfer of Coursework and Credits**

When a homeless student transfers into a district school, the district shall accept and issue full credit for any coursework that the student has satisfactorily completed while attending another public school, a juvenile court school, or a nonpublic, nonsectarian school or agency and shall not require the student to retake the course. (Education Code 51225.2)

If the homeless student did not complete the entire course, he/she shall be issued partial credit for the coursework completed and shall be required to take the portion of the course that he/she did not complete at his/her previous school. However, the district may require the student to retake the portion of the course completed if, in consultation with the holder of educational rights for the student, the district finds that the student is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued to a homeless student in any particular course, he/she shall be enrolled in the same or equivalent course, if applicable, so that he/she may continue and complete the entire course. (Education Code 51225.2)

Note: Although Education Code 51225.2 requires districts to award partial credits to homeless students who transfer from school to school, there is no uniform system for calculating and awarding partial credits.

Partial credits shall be awarded on the basis of 0.5 credits for every seven class periods attended per subject. If the school is on a block schedule, each block schedule class period attended shall be equal to two regular class periods per subject. Partial credits and grades earned by a student shall be included on the student's official transcript within two business days of the district's notification of the student's transfer, as required under Education Code 49069.5.

In no event shall the district prevent a homeless student from taking or retaking a course to meet the eligibility requirements for admission to the California State University or the University of California. (Education Code 51225.2)

*(cf. 6143 - Courses of Study)*

### **Exemption from District Applicability of Graduation Requirements**

To obtain a high school diploma, a homeless student shall ~~pass the high school exit examination in English language arts and mathematics,~~ complete all courses required by Education Code 51225.3, and fulfill any additional graduation requirements prescribed by the Governing Board of Education.

*(cf. 6146.1 - High School Graduation Requirements)*

*(cf. 6162.52 - High School Exit Examination)*

However, when a homeless student who has completed his/her second year of high school transfers into the district from another school district or transfers between high schools within the district, he/she shall be exempted from all district-adopted coursework and other district-established graduation requirements, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of his/her fourth year of high school. Within 30 calendar days of the homeless student's transfer, the Superintendent or designee shall notify the student, the person holding the right to make educational decisions for him/her, and the district liaison for homeless students of the availability of the exemption and whether the student qualifies for it. If the Superintendent or designee fails to provide this notification, the student shall be eligible for the exemption once notified, even if the notification occurs after the student is no longer homeless. (Education Code 51225.1)

To determine whether a homeless student is in his/her third or fourth year of high school, the district shall use either the number of credits he/she has earned as of the date of the transfer or the length of his/her school enrollment, whichever qualifies him/her for the exemption. (Education Code 51225.1)

The Superintendent or designee shall notify any homeless student who is granted an exemption and the person holding the right to make educational decisions for him/her how any requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges. (Education Code 51225.1)

The district shall not require or request a homeless student to transfer schools in order to qualify for an exemption and no request for a transfer solely to qualify for an exemption shall be made by a homeless student, the person holding the right to make educational decisions for the student, or ~~by~~ the district liaison on behalf of the student. (Education Code 51225.1)

If a homeless student is exempted from local graduation requirements, the exemption shall continue to apply after the student is no longer homeless or if he/she transfers to another school or school district. (Education Code 51225.1)

If the Superintendent or designee determines that a homeless student is reasonably able to complete district graduation requirements within his/her fifth year of high school, he/she shall: (Education Code 51225.1)

1. Inform the student and, if under 18 years of age, the person holding the right to make educational decisions for him/her, of the option available to the student to remain in school

for a fifth year to complete the district's graduation requirements and how that will affect his/her ability to gain admission to a postsecondary educational institution

2. Provide information to the homeless student about transfer opportunities available through the California Community Colleges
3. Upon agreement with the homeless student or, with the person holding the right to make educational decisions for him/her if he/she is under 18 years of age, permit the student to stay in school for a fifth year to complete the district's graduation requirements

### **Eligibility for Extracurricular Activities**

o enrolls in any district school shall be immediately deemed to meet all residency requirements for participation in interscholastic sports or other extracurricular activities. (Education Code 48850)

*(cf. 6145 - Extracurricular and Cocurricular Activities)*

*(cf. 6145.2 - Athletic Competition)*

### **Notification and Complaints**

Information regarding the educational rights of homeless students, as specified in Education Code 51225.1 and 51225.2, shall be included in the annual uniform complaint procedures notification distributed to students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 51225.1, 51225.2)

Note: AB 379 (Ch. 772, Statutes of 2015) amended Education Code 51225.1 and 51225.2 to provide that complaints of noncompliance with specified requirements related to the educational rights of homeless students may be filed in accordance with the uniform complaint procedures specified in 5 CCR 4600-4687. As with other complaints covered under the uniform complaint procedures, a complainant may appeal the district's decision to the CDE and, if the district or CDE finds any merit in the complaint, the district must provide a remedy to the affected student. See BP/AR 1312.3 - Uniform Complaint Procedures.

Any complaint that the district has not complied with requirements regarding the education of homeless students, as specified in Education Code 51225.1 or 51225.2, may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures.

*(cf. 1312.3 - Uniform Complaint Procedures)*

Regulation

approved: April 10, 2007

revised: April 14, 2015

revised: February 9, 2016

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



# Sierra County/Sierra-Plumas Joint USD

## Board Policy

### Education For Homeless Children

Instruction

BP 6173

#### EDUCATION FOR HOMELESS CHILDREN

Note: The following policy reflects the intent of the McKinney-Vento Homeless Assistance Act (42 USC 11431-11435) that each homeless student should have equal access to the same free, appropriate public education and services as other students.

The Governing Board desires to ensure that homeless students have access to the same free and appropriate public education provided to other students within the district. The district shall provide homeless students with access to education and other services necessary for ~~these students~~ them to meet the same challenging academic standards as other students.

(cf. 6011 - Academic Standards)

Note: 42 USC 11432 mandates that districts adopt policies and practices that ensure that homeless children are not segregated or stigmatized on the basis of their status as homeless. This law also prohibits the segregation of homeless students into a separate school or program; however, separate schools that were in operation before the reauthorization in 2001 may continue to operate under specified conditions.

Homeless students shall not be segregated into a separate school or program based on their status as homeless and shall not be stigmatized in any way.

(cf. 3553 - Free and Reduced Price Meals)

Note: Pursuant to 42 USC 11432, placement determinations for homeless students must be made according to the student's "best interest," as defined in the accompanying administrative regulation.

The Superintendent or designee shall ensure that placement decisions for homeless students are based on the student's best interest as defined in law and administrative regulation.

~~(cf. 5111.13 - Residency for Homeless Children)~~

#### Transportation

~~The district shall provide transportation for a homeless student to and from his/her school of origin when the student is residing within the district and the parent/guardian requests that such transportation be provided. If the student moves outside of district boundaries, but continues to attend his/her school of origin within this district, the Superintendent or designee shall consult with the superintendent of the district in which the student is now residing to agree upon a method to apportion the responsibility and costs of the transportation. (42 USC 11432)~~

~~(cf. 3250 - Transportation Fees)~~

~~(cf. 3541 – Transportation Routes and Services)~~

When there are at least 15 homeless students in the district or a district school, the district's local control and accountability plan (LCAP) shall include goals and specific actions to improve student achievement and other outcomes of homeless students. (Education Code 52052, 52060)

~~(cf. 0460 - Local Control and Accountability Plan)~~

The Superintendent or designee may annually report to the Board on outcomes for homeless students, which may include, but are not limited to, school attendance, student achievement test results, promotion and retention rates by grade level, graduation rates, suspension/expulsion rates, and other outcomes related to any goals and specific actions identified in the LCAP. Based on the evaluation data, the district shall revise its strategies as needed to better support the education of homeless students.

~~(cf. 0500 - Accountability)~~

~~(cf. 6190 - Evaluation of the Instructional Program)~~

Legal Reference:

EDUCATION CODE

~~1980-1986 County community schools~~

2558.2 Use of revenue limits to determine average daily attendance of homeless children

39807.5 Payment of transportation costs by parents

48850 Educational rights: participation in extracurricular activities

48852.5 Notice of educational rights of homeless students

48852.7 Enrollment of homeless students

48915.5 Recommended expulsion, homeless student with disabilities

48918.1 Notice of recommended expulsion

51225.1-51225.3 Graduation requirements

52060-52077 Local control and accountability plan

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

UNITED STATES CODE, TITLE 42

11431-11435 McKinney-Vento Homeless Assistance Act

Management Resources:

CALIFORNIA CHILD WELFARE COUNCIL

Partial Credit Model Policy and Practice Recommendations

CALIFORNIA DEPARTMENT OF EDUCATION

Homeless Education Dispute Resolution Process, January 30, 2007

NATIONAL CENTER FOR HOMELESS EDUCATION PUBLICATIONS

Homeless Liaison Toolkit, 2013

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Education for Homeless Children and Youth Program, Non-Regulatory Guidance, July 2004

WEB SITES

California Child Welfare Council: <http://www.chhs.ca.gov/Pages/CACildWelfareCouncil.aspx>

California Department of Education, Homeless Children and Youth Education: <http://www.cde.ca.gov/sp/hs/cy>

National Center for Homeless Education at SERVE: <http://www.serve.org/nche>

National Law Center on Homelessness and Poverty: <http://www.nlchp.org>

U.S. Department of Education: <http://www.ed.gov/programs/homeless/index.html>

Regulation

approved: April 10, 2007

revised: February 9, 2016

SIERRA COUNTY OFFICE OF EDUCATION  
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

Sierraville, California

Loyalton, California

# Sierra County/Sierra-Plumas Joint USD

## Board Policy

BP 6179

### SUPPLEMENTAL INSTRUCTION

The Governing Board recognizes that high-quality supplemental ~~instructional programs~~ instruction can motivate and support students to attain grade-level academic standards, overcome academic deficiencies, and/or acquire critical skills. The county/district shall offer programs of direct, systematic, and intensive supplemental instruction to meet student needs. Supplemental instruction shall be offered in accordance with law and may be used to assist the district in meeting its goals for student achievement.

*(cf. 0460 - Local Control and Accountability Plan)*  
*(cf. 5113.1 - Chronic Absence and Truancy)*  
*(cf. 5147 - Dropout Prevention)*  
*(cf. 6011 - Academic Standards)*  
*(cf. 6146.1 - High School Graduation Requirements)*  
*(cf. 6146.5 - Elementary/Middle School Graduation Requirements)*  
*(cf. 6164.5 - Student Success Teams)*

Supplemental instruction may be offered during and outside the regular school day, including during the summer, before school, after school, on Saturday, and/or during intersessions. ~~It may also be provided~~ When supplemental instruction is offered during the regular school day ~~provided,~~ it ~~does~~ shall not supplant the student's instruction in the core curriculum areas or physical education.

*(cf. 5148.2 - Before/After School Programs)*  
*(cf. 6111 - School Calendar)*  
*(cf. 6112 - School Day)*  
*(cf. 6142.7 - Physical Education and Activity)*  
*(cf. 6176 - Weekend/Saturday Classes)*  
*(cf. 6177 - Summer Learning Programs)*

As appropriate, supplemental instruction may be provided through a classroom setting, individual or small group instruction, technology-based instruction, and/or an arrangement with a community or other external service provider.

*(cf. 1020 - Youth Services)*

When determined to be necessary by the principal or designee, a student may be required to participate in supplemental instruction outside the regular school day. In such cases, written parent/guardian consent shall be obtained for the student's participation.

Supplemental instruction shall be offered to:

Note: Pursuant to Education Code 37252.2, districts are required to provide supplemental instruction to students in grades 2-9, inclusive, who have been retained or recommended for retention, as provided in item #1 below. Education Code 48070.5 mandates that districts adopt policy indicating the manner in which opportunities for remedial instruction will be provided to students who are recommended for retention. See BP/AR 5123 - Promotion/Acceleration/Retention for information regarding the criteria for identifying students for retention.

1. Students in grades 2-9 who have been retained or recommended for retention at their current grade level (Education Code 37252.2, 48070.5)

*(cf. 5123 - Promotion/Acceleration/Retention)*

2. Eligible students from low-income families whenever the district or a district school receiving federal Title I funds has been identified by the California Department of Education for program improvement for two or more consecutive years (20 USC 6316)

*(cf. 0520.2 - Title I Program Improvement Schools)*

*(cf. 0520.3 - Title I Program Improvement Districts)*

In addition, supplemental instruction may be offered to:

1. Students who are identified as being at risk for retention based on state assessment results, grades, or other indicators

~~*(cf. 2. Students who have been recommended for retention at their current grade level or are at risk of retention (Education Code 48070.5)*~~

~~*5121 - Grades/Evaluation of Student Achievement)*~~

~~3. Students in grades 7-12 who do not demonstrate "sufficient progress" toward passing the state exit examination required for high school graduation (Education Code 60851)~~

~~*(cf. 6162.52 - High School Exit Examination)*~~

~~"Sufficient progress" shall be determined based on a student's results on state assessments administered pursuant to Education Code 60640-60649 and the minimum levels of proficiency recommended by the State Board of Education.~~

~~*(cf. 6162.51 - State Academic Achievement Tests)*~~

~~The curriculum of the supplemental instructional program shall reflect state academic content standards to the extent that the county/district curriculum is aligned with those state standards, and shall be designed to assist students to succeed on the exit exam.~~

~~In addition, contingent on the district budget and local control and accountability plan (LCAP), may be offered to students who:~~

2. Students who demonstrate academic deficiencies in core curriculum areas that may jeopardize their attainment of academic standards

~~2. Have not passed one or both parts of the high school exit exam by the end of grade 12~~

~~3. Are in targeted student groups identified in the district's LCAP as needing increased or improved services to succeed in the educational program~~

~~4. Desire enrichment in core academic areas, visual and performing arts, physical education, or other subjects as approved by the Board~~

(cf. 6142.6 - Visual and Performing Arts Education)  
 (cf. 6142.7 - Physical Education and Activity)  
 (cf. 6142.91 - Reading/Language Arts Instruction)  
 (cf. 6142.92 - Mathematics Instruction)  
 (cf. 6142.93 - Science Instruction)  
 (cf. 6142.94 - History-Social Science Instruction)

### 3. High school students who need support to successfully complete courses required for graduation

~~As appropriate, supplemental instruction may be provided through a classroom setting, individual or small group instruction, technology-based instruction, and/or an arrangement with a community or other external service provider.  
 (cf. 1020 Youth Services)~~

~~When determined to be necessary by the principal or designee, a student may be required to participate in a supplemental instruction. In such cases, written parent/guardian consent shall be obtained for the student's participation.~~

#### Legal Reference:

##### EDUCATION CODE

37200-37202 School calendar  
 37223 Weekend classes  
 37252-37254.1 Supplemental instruction, summer school  
 42238.01-42238.07 Local control funding formula  
 46100 Length of school day  
 48070-48070.5 Promotion and retention  
 48200 Compulsory education  
 48985 Translation of notices  
 51210-51212 Courses of study, elementary schools  
 51220-51228 Courses of study, secondary schools  
 52060-52077 Local control and accountability plan  
 60603 Definitions, core curriculum areas  
 60640-60649 California Assessment of Student Performance and Progress  
 60850-60859 High school exit examination, especially:  
60851.5 Suspension of high school exit examination  
CODE OF REGULATIONS, TITLE 5  
 11470-11472 Summer school  
UNITED STATES CODE, TITLE 20  
 6316 Program improvement schools and districts

#### Management Resources:

##### U.S. DEPARTMENT OF EDUCATION GUIDANCE

Supplemental Educational Services, January 14, 2009

Innovations in Education: Creating Strong Supplemental Educational Services Programs, May 2004

##### WEB SITES

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

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

U.S. Department of Education: <http://www.ed.gov>

Policy

adopted: April 10, 2007

revised: April 18, 2014

revised: February 9, 2016

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