

AGENDA FOR THE REGULAR MEETING OF THE  
SIERRA COUNTY BOARD OF EDUCATION  
January 13, 2015  
5:00 PM CLOSED SESSION  
6:00 pm REGULAR SESSION  
Downieville School, 130 School Street, Downieville, California

This meeting will be available for videoconferencing at Sierra County Office of Education, 109 Beckwith Rd., Room 4, Loyalton, CA

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

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

*Public inspection of agenda documents that are distributed to the Board less than 72 hours before the meeting, will be made available at the Sierra County Board of Education, 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, Superintendent Dr. Merrill M. Grant and Rose Asquith, Business Manager will move into Closed Session to discuss the following items:

- 1. Government Code §54957.6, Conference with Labor Negotiators  
Agency Negotiator for the Board: Dr. Merrill M. Grant, Superintendent  
Employee Organizations: Represented Employees, Sierra-Plumas Teachers' Association

F. RETURN TO OPEN SESSION

ADJOURN FOR BREAK

6 pm - RECONVENE

- G. FLAG SALUTE
- H. REPORT OUT from Closed Session
- I. INFORMATION/DISCUSSION ITEMS
  - 1. Superintendent's Report
    - a. Community Forum Information
    - b. CCSESA
    - c. Governor's State Budget

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2. Business Report
  - a. Board Report-Expenditures by Object 07/01/14 to 12/31/14\*\*
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

J. CONSENT CALENDAR

1. Approval of minutes of the Regular Board meeting held December 9, 2014\*\*
2. Approval of bill warrants for month of December 2014\*\*
3. Approval of Quarterly Report on Williams Uniform Complaints for quarter ending December 2014. 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 2014.
4. Annual Review and Approval per Education Code 35160.5 of Administrative Regulation and Board Policy 6145, Extra Curricular and Co-curricular Activities\*\*

K. ACTION ITEMS

1. New Business

- 1415-052 Presentation of Sierra-Plumas Classified Employees' Association's Initial Proposal for the 2014-2015 school year\*
- 1415-053 Acceptance of the Financial Audit for fiscal year 2013-2014\*\*
- BOARD POLICIES AND ADMINISTRATIVE REGULATIONS (President)
- 1415-054 Approval of Administrative Regulation 6146.2, Certificate of Proficiency/High School Equivalency, revision\*\*
- 1415-055 Approval of Board Policy 6163.1, Library Media Centers, revision\*\*
- 1415-056 Approval of Board Policy and Administrative Regulation 6172, Gifted and Talented Student Program, revision\*\*

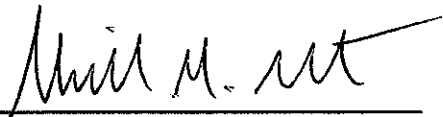
Sierra County Board of Education  
Regular Meeting Agenda  
January 13, 2015

L. ADVANCED PLANNING

1. Next Regular Board Meeting will be held on February 10, 2015, 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 pm.
2. Suggested Agenda Items

a. \_\_\_\_\_

M. ADJOURNMENT



Dr. Merrill M. Grant, Superintendent

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

Balances through December						Fiscal Year 2014/15
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
<b>Fund 01 - Gen Fund</b>						
1100	Teachers Salaries	154,765.00	155,965.00	92,594.88	62,370.88	999.24
1120	Certificated Substitutes	5,152.00			1,050.00	1,050.00-
1200	Certificated Pupil Support Ser	63,202.00	62,811.00	37,674.66	25,136.44	.10-
1300	Certificated Supervisor Admini	105,804.00	105,805.00	52,902.12	52,902.12	.76
<b>Total for Object 1000</b>		<b>328,923.00</b>	<b>324,581.00</b>	<b>183,171.66</b>	<b>141,459.44</b>	<b>50.10-</b>
2100	Instructional Aides' Salaries	98,489.00	64,769.00	40,099.18	27,859.87	3,190.05-
2200	Classified Support Salaries	5,478.00	9,496.00	5,601.94	4,163.67	269.61-
2300	Classified Supervisors' Admini	96,742.00	96,490.00	47,919.60	48,099.60	470.80
2400	Clerical Technical Office Staf	123,875.00	123,875.00	63,016.60	60,980.49	122.09-
2900	Other Classified Salaries	6,912.00	10,800.00		2,706.75	8,093.25
<b>Total for Object 2000</b>		<b>331,496.00</b>	<b>305,430.00</b>	<b>156,637.32</b>	<b>143,810.38</b>	<b>4,982.30</b>
3101	STRS Certificated Positions	31,145.00	28,823.00	16,265.64	12,490.36	67.00
3102	STRS Classified Positions	368.00	344.00	206.40	137.60	.00
3201	PERS Certificated Positions				68.27	68.27-
3202	PERS Classified Positions	49,655.00	48,397.00	25,099.44	23,658.50	360.94-
3301	OASDI Certificated Positions				40.30	40.30-
3302	OASDI Classified Positions	19,518.00	17,229.00	9,138.77	8,463.04	372.81-
3311	Medicare Certificated Position	4,990.00	4,546.00	2,567.34	1,975.92	2.74
3312	Medicare Classified Positions	4,622.00	4,087.00	2,170.94	2,004.33	88.27-
3401	Health & Welfare Benefits Cert	84,284.00	84,340.00	46,071.72	33,367.24	4,901.04
3402	Health & Welfare Benefits Clas	82,198.00	82,212.00	40,464.84	37,696.76	4,050.40
3501	SUI Certificated	178.00	164.00	91.62	70.78	1.60
3502	SUI Classified	163.00	147.00	78.25	70.41	1.66-
3601	Workers' Compensation Certific	11,419.00	10,511.00	5,936.04	4,568.67	6.29
3602	Workers' Compensation Classifi	10,595.00	9,452.00	5,019.44	4,634.10	201.54-
3901	Golden Handshake	26,768.00	26,768.00			26,768.00
<b>Total for Object 3000</b>		<b>325,903.00</b>	<b>317,020.00</b>	<b>153,110.44</b>	<b>129,246.28</b>	<b>34,663.28</b>
4200	Library and Reference Material				3,204.33	3,204.33-
4300	Materials and Supplies	17,590.00	21,851.00	13,147.98	7,745.03	957.99
4320	Custodial Supplies	1,300.00	1,300.00		424.93	875.07
4330	Office Supplies	2,000.00	2,000.00		231.45	1,768.55
4350	Vehicle Upkeep	6,500.00	6,500.00	897.05	1,006.36	4,596.59
4400	Noncapitalized Equipment	7,198.00	7,198.00	4,643.06	1,389.56	1,165.38
<b>Total for Object 4000</b>		<b>34,588.00</b>	<b>38,849.00</b>	<b>18,688.09</b>	<b>14,001.66</b>	<b>6,159.25</b>
5100	Subagreements for Services	35,724.00	56,198.00	52,792.66	3,027.04	378.30

Balances through December						Fiscal Year 2014/15
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
<b>Fund 01 - Gen Fund (continued)</b>						
5200	Travel and Conference	16,342.00	16,452.00	3,519.63	9,357.82	3,574.55
5300	Dues and Membership	17,970.00	15,870.00		10,241.00	5,629.00
5400	Insurance	10,450.00	9,300.00		9,218.00	82.00
5500	Operation Housekeeping Service	9,200.00	9,200.00	1,556.61	1,840.99	5,802.40
5600	Rentals, Leases, Repairs, Nonc	2,600.00	2,600.00	269.75	279.96	2,050.29
5800	Professional Consulting	8,400.00	8,400.00	3,800.00	4,600.00	.00
5801	Legal Services	32,500.00	44,426.00	1,000.00	315.00	43,111.00
5803	Legal Publications	500.00	500.00	200.00		300.00
5805	Personnel Expense	593.00	593.00	270.00		323.00
5806	Negotiations	2,000.00	2,000.00			2,000.00
5808	Other Services & Fees	1,500.00	1,500.00	996.04	403.10	100.86
5810	Contracted Services	293,628.00	402,604.00	153,509.07	134,574.13	114,520.80
5899	SPJUSD to Reimburse			3,005.16	487.39	3,492.55-
5900	Communications	2,100.00	2,100.00		410.63	1,689.37
	<b>Total for Object 5000</b>	<b>433,507.00</b>	<b>571,743.00</b>	<b>220,918.92</b>	<b>174,755.06</b>	<b>176,069.02</b>
6200	Building and Improvement of Bu	30,032.00	30,032.00			30,032.00
6400	Equipment	6,300.00	13,100.00		13,089.11	10.89
	<b>Total for Object 6000</b>	<b>36,332.00</b>	<b>43,132.00</b>	<b>.00</b>	<b>13,089.11</b>	<b>30,042.89</b>
7141	Tuition, excess cost etc betwe		50,778.00			50,778.00
7281	All Other Transfers to Distric		150,000.00		150,000.00	.00
7310	Direct Support/Indirect Costs					.00
	<b>Total for Object 7000</b>	<b>.00</b>	<b>200,778.00</b>	<b>.00</b>	<b>150,000.00</b>	<b>50,778.00</b>
	<b>Total for Fund 01 and Expense accounts</b>	<b>1,490,749.00</b>	<b>1,801,533.00</b>	<b>732,526.43</b>	<b>766,361.93</b>	<b>302,644.64</b>
<b>Fund 16 - FOREST RES</b>						
7211	Transfers of Pass-through Rev	340,100.00				.00
7619	Other Authorized Interfund Tra	60,017.00				.00
	<b>Total for Fund 16, Expense accounts and Object 7000</b>	<b>400,117.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
	<b>Total for Org 001 - Sierra County Office of Education</b>	<b>1,890,866.00</b>	<b>1,801,533.00</b>	<b>732,526.43</b>	<b>766,361.93</b>	<b>302,644.64</b>

**Checks Dated 12/01/2014 through 12/31/2014**

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
00014074	12/08/2014	LENNIE GARCIA	01-5200		24.00
00014075	12/08/2014	LES SCHAWB	01-4350	41.74	
			01-5600	20.88	
			01-5899	20.88	83.50
00014076	12/08/2014	LIBERTY UTILITIES CPEC	01-5500		309.59
00014077	12/08/2014	LESLIE MARSDEN, MOT, OTR/L	01-5810		610.00
00014078	12/08/2014	BARBARA MCKURTIS	01-5810		6,678.48
00014079	12/08/2014	MIKE MOORE	01-5200		28.00
00014080	12/08/2014	NORTHEASTERN JOINT POWERS AUTHORITY	76-9571		5,615.50
00014081	12/08/2014	OFFICE DEPOT	01-4300		209.47
00014082	12/08/2014	PLACER COUNTY SELPA	01-5200		3,350.00
00014083	12/08/2014	SIERRA COUNTY OFFICE OF EDUCATION	01-5808		246.55
00014084	12/08/2014	SIERRA VALLEY HOME CENTER	01-4300		444.59
00014085	12/08/2014	SINGLETON AUMAN PC	01-5800		4,600.00
00014086	12/08/2014	TRI COUNTY SCHOOLS GROUP	01-9535	3,431.00	
			76-9576	13,578.10	17,009.10
00014087	12/08/2014	U.S. BANK	01-4300	336.07	
			01-5200	1,109.43	1,445.50
00014088	12/08/2014	VOYAGER	01-4350	175.60	
			01-5200	44.25	
			01-5899	104.99	324.84
00014089	12/08/2014	ALLEN WRIGHT	01-5200		7.00
			<b>Total Number of Checks</b>	<b>16</b>	<b>40,986.12</b>

**Fund Summary**

Fund	Description	Check Count	Expensed Amount
01	County School Service Fund	15	21,792.52
76	Payroll Clearing	2	19,193.60
Total Number of Checks		<b>16</b>	40,986.12
Less Unpaid Sales Tax Liability			.00
<b>Net (Check Amount)</b>			<b>40,986.12</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

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MINUTES OF THE REGULAR MEEETING OF THE  
SIERRA COUNTY BOARD OF EDUCATION  
December 9, 2014  
Sierra County Office of Education, California

A. CALL TO ORDER

President ALLEN WRIGHT called the meeting to order at 5:00 pm.

B. ROLL CALL

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

ABSENT: None

VACANT: None

C. APPROVAL OF THE AGENDA

DRYDEN/HALL  
5/0

5:02 pm: RECESS TO THE SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT  
GOVERNING BOARD MEETING

RECONVENE THE SIERRA COUNTY BOARD OF EDUCATION MEETING at 6:00 pm.

D. FLAG SALUTE

BOARD ORGANIZATION

1. Election of Officers for 2015
  - a. Tim Driscoll was nominated for president and elected with a 5/0 vote.
  - b. Sharon Dryden was nominated for vice president and elected with a 5/0 vote.
  - c. Patty Hall was nominated for clerk and elected with a 5/0 vote.

The gavel was passed from WRIGHT to DRISCOLL.

Approval of the Sierra County Board of Education Meeting Calendar for 2015. MOORE motioned to approve the calendar/HALL seconded. Discussion: DRYDEN recommended the calendar be amended to include a July meeting. MOORE amended the motion to include a July meeting and it passed 5/0.

E. INFORMATION/DISCUSSION ITEMS

1. SUPERINTENDENT'S REPORT

- a. Tom Torlakson Superintendent of Public Instruction, toured the Loyalton and Downieville schools.
- b. CALPADS data entered.

**2. BUSINESS REPORT**

- a. Ms. Asquith presented the Board Report-Expenditures by Object 07/01/14 to 11/30/14. DRYDEN asked for clarification regarding construction costs.
- b. The Business Office (109 Beckwith Road, Loyalton) will be closed for the week of December 22 through December 26, 2014, and December 31 - January 2, 2015.

**3. STAFF REPORT**-There were none.

**4. SPTA REPORT**-See Action Items.

**5. BOARD MEMBER'S REPORT**

MOORE reported that he attended the FFA banquet.

**6. PUBLIC COMMENT**

President DRISCOLL opened the meeting for public comment at 6:14 pm.

Megan Meschery, Chairperson of the Sierra Schools Foundation, reported that their newsletter will be coming out next week. The Winter Grant Cycle is open and will close December 16, 2014.

There was no comment from the teleconferenced location.

President DRISCOLL closed the meeting for public comment at 6:16 pm.

**F. CONSENT CALENDAR**

The following items were included in the consent calendar:

1. Approval of minutes of the Regular Board meeting held November 12, 2014
2. Approval of bill warrants for month of November 2014

MOORE/HALL

5/0

**G. ACTION ITEMS**

**1. NEW BUSINESS**

1415-044 Sierra-Plumas Teachers' Association Initial Proposal for the 2014-2015 school year  
Mrs. McHenry presented the official Sunshine Proposal on behalf of the SPTA.

1415-045 Adoption of Sierra County Special Education Local Plan Area WorkAbility 1 Program Policies and Procedures Manual



MOORE/WRIGHT  
5/0

1415-046 Adoption of 2014-2015 First Interim Actuals and Criteria & Standards Report and as of October 31, 2014  
MOORE/HALL  
5/0

#### BOARD POLICIES AND ADMINISTRATIVE REGULATIONS

Wright motioned to approve policies 1415-047 through 1415-051/MOORE seconded.  
5/0

1415-047 Approval of Board Policy and Administrative Regulation 1312.3, Uniform Complaint Procedures, revised

1415-048 Approval of Board Policy and Administrative Regulation 5131.2, Bullying, revision

1415-049 Approval of Board Policy and Administrative Regulation 5145.3, Nondiscrimination/Harassment, revision

1415-050 Approval of Board Policy and Administrative Regulation 5145.7, Sexual Harassment, revision

1415-051 Approval of Exhibit 9323.2, Actions By the Board, revision

#### H. ADVANCED PLANNING

1. Next Regular Board Meeting will be held on January 13, 2015, Downieville School, beginning with Closed Session, as needed, at 5 pm and the Regular Board Meeting at 6 pm.
2. Suggested Agenda Items
  - a. Negotiations Closed Session

#### I. ADJOURNMENT

Adjourned at 7:04 pm.  
HALL/WRIGHT  
5/0

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Patty Hall, Clerk

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

**Sierra County/Sierra-Plumas Joint USD  
Board Policy  
Extracurricular And Cocurricular Activities**

*This policy and regulation are placed on the agenda for annual approval per Ed code 35160.5. (No changes since October 2012.)*

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))

Annual Policy Review

The Board shall annually review this policy and implementing regulations.

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT  
 Policy SIERRA COUNTY OFFICE OF EDUCATION  
 adopted: April 10, 2007 Sierraville, California  
 revised: October 9, 2007  
 revised: August 14, 2012  
 revised: October 9, 2012

**Sierra County/Sierra-Plumas Joint USD**  
**Administrative Regulation**  
**Extracurricular And Cocurricular Activities**

AR 6145  
**Instruction**

Definitions

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

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

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

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

(cf. 6143 - Courses of Study)

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

students.

## Eligibility Requirements

### Grades 7-8

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

### Grades 9-12

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

(cf. 5113 - Absences and Excuses)

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

## Supervision

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

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

(cf. 1240 - Volunteer Assistance)

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

(cf. 4212.5 - Criminal Record Check)

## SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

Regulation SIERRA COUNTY OFFICE OF EDUCATION

approved: April 10, 2007 Sierraville, California

revised: October 9, 2007

revised: August 14, 2012

revised: October 9, 2012

## **January 2015 Agenda Policies/Regulations**

### **AR 6146.2 - Certificate of Proficiency/High School Equivalency**

(AR revised)

Regulation updated to reflect **NEW TITLE 5 REGULATIONS** (Register 2013, No. 39) which delete the requirement that the SBE use only the General Educational Development (GED) test for the purpose of awarding the California High School Equivalency Certificate, and subsequent action by the SBE (March 2014) designating three tests that may be used to earn the certificate: the GED, High School Equivalency Test (HiSET), and Test Assessing Secondary Completion (TASC).

### **BP/AR 6172 - Gifted and Talented Student Program**

(BP/AR revised)

Policy updated to reflect **NEW LAW** (AB 97, 2013) which eliminated categorical funding and requirements for the Gifted and Talented Education (GATE) program. Policy retains key concepts regarding the identification of gifted and talented students for specialized instructional programs, types of educational opportunities that may be offered to such students, and the participation of key stakeholders in program planning, implementation, and evaluation.

Regulation updated to reflect **NEW LAW** (AB 97, 2013) which eliminated GATE requirements. Regulation deletes definitions, requirement for a program plan with specified components, and appeals by parents/guardians when their child is not selected for the program. Regulation also revises material on identification of gifted and talented students to delete detailed requirement for evaluation by experts.

### **BP 6163.1 - Library Media Centers**

(BP revised)

Policy updated to reflect **NEW LAW** (AB 97, 2013) eliminating the School and Library Improvement Block Grant and State Instructional Materials Fund, which could be used to purchase materials for school or classroom libraries contingent upon the development of a districtwide library plan. New optional language addresses the development of a library plan that is aligned with other district and school plans.

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

## **Administrative Regulation**

### **Certificate Of Proficiency/High School Equivalency**

AR 6146.2

#### **Instruction**

Certificate of Proficiency

The principal of each school maintaining grades 11 and 12 shall distribute to each student in those grades an announcement explaining the California High School Proficiency Examination (CHSPE). Announcements from the California Department of Education (CDE) or its contractor shall be distributed early enough to enable interested students to register for the test to be given in the fall of that year. (5 CCR 11523)

(cf. 5145.6 - Parental Notifications)

The principal also shall advise students that the certificate of proficiency awarded upon passing the CHSPE, while equivalent to a high school diploma, is not the equivalent of completing all coursework required for high school graduation and therefore students should contact the admissions office of the college or university they are interested in attending to determine if the certificate satisfies college admission requirements.

Any student may take the CHSPE if he/she meets one of the following conditions: (Education Code 48412)

1. Is age 16 or older
2. Has been enrolled in the 10th grade for one school year or longer
3. Will complete one school year of enrollment in 10th grade at the end of the semester during which the CHSPE will be administered

If a student receives the certificate of proficiency, the district shall indicate the student's accomplishment and the date of the award on the student's official transcript. (5 CCR 11521)

(cf. 5125 - Student Records)

Any student who has received the certificate of proficiency may be exempted from compulsory school attendance upon his/her request, with verified parent/guardian consent as appropriate. (Education Code 48410)

(cf. 5112.1 - Exemptions from Attendance)

The consent form to be exempted from compulsory school attendance shall be provided by the Superintendent or designee and shall contain at least the following information: (5 CCR 11522)

1. A general explanation of the student's rights of exemption from compulsory attendance and of re-

enrollment in the public schools

2. The date of issuance of the certificate of proficiency
3. The signature of the parent/guardian and the date
4. The signature of the school administrator who has personally confirmed the authenticity of the parent/guardian's signature and the date

If a student age 16 or 17 terminates his/her enrollment after receiving the high school proficiency certificate, he/she may re-enroll in the district. If he/she subsequently terminates enrollment again, he/she may be denied re-enrollment until the beginning of the following semester. (Education Code 48414)

(cf. 6184 - Continuation Education)

### High School Equivalency Certificate

An eligible person may earn a high school equivalency certificate by passing a general educational development test designated by the State Board of Education pursuant to Education Code 51420, including the General Educational Development (GED) test, the High School Equivalency Test (HiSET), or the Test Assessing Secondary Completion (TASC).

Any person is eligible to take a test leading to a high school equivalency certificate if he/she is a resident of California or a member of the armed forces assigned to duty in California and meets any one of the following criteria: (Education Code 51420; 5 CCR 11532)

1. Is 18 years of age or older, or is within 60 days of his/her 18th birthday, regardless of enrollment status
2. Is not currently enrolled in school and is within 60 days of when he/she would have graduated from high school had he/she remained in school and followed the usual course of study
3. Is 17 years of age, has been out of school for at least 60 consecutive days, and provides a letter of request for the test from the military, a postsecondary educational institution, or a prospective employer
4. Is 17 years of age, has accumulated fewer than 100 units of high school credit, is confined to a state or county hospital or to an institution maintained by a state or county correctional facility, and meets other criteria listed in 5 CCR 115325.
5. Is 17 years of age, has accumulated fewer than 100 units of high school credit prior to enrollment in an academic program offered by a dropout recovery high school as defined in Education Code 52052, and has successfully completed the dropout recovery high school's instructional program which is aligned to state standards, offers the opportunity for a high school diploma, and provides services for at least one year

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

Policy  
adopted: November 13, 2007  
revised: January 13, 2015

Sierraville, California  
Loyalton, California



# Sierra County/Sierra-Plumas Joint USD

## Board Policy

### Library Media Centers

BP 6163.1

#### **Instruction**

The Governing Board recognizes that school libraries support the educational program by providing access to a variety of informational and supplemental resources that can help raise the academic achievement of all students. The Board desires that school libraries be stocked with up-to-date books, reference materials, and electronic resources that promote literacy, support academic standards, and prepare students to become lifelong learners.

(cf. 0440 - District Technology Plan)  
 (cf. 1330.1 - Joint Use Agreements)  
 (cf. 6011 - Academic Standards)  
 (cf. 6163.4 - Student Use of Technology)  
 (cf. 7110 - Facilities Master Plan)

(cf. 0200 - Goals for the School District)  
 (cf. 0400 - Comprehensive Plans)  
 (cf. 0420 - School Plans/Site Councils)  
 (cf. 0460 - Local Control and Accountability Plan)  
 (cf. 5125.2 - Withholding Grades, Diploma or Transcripts)  
 (cf. 6161.2 - Damaged or Lost Instructional Materials)

#### Staffing

To staff school libraries, the district may employ one or more teacher librarians who possess appropriate credentials issued by the Commission on Teacher Credentialing. A classified qualified paraprofessional may serve as library aide or library technician to provide instructional support in a library or media center under the direct supervision of credentialed personnel. (Education Code 18120, 44868; 5 CCR 80024.6, 80053)

(cf. 4112.2 - Certification)  
 (cf. 4113 - Assignment)

The Superintendent or designee may assign teacher librarians to perform the following duties in accordance with the authorizations of their credential: (5 CCR 80053, 80053.1)

1. Instruct students in accessing, evaluating, using, and integrating information and resources in the library program and/or provide departmentalized instruction in information literacy, digital literacy, and digital citizenship

2. Plan and coordinate school library programs with the district's instructional programs through collaboration with teachers
3. Select materials for school and district libraries
4. Develop and deliver staff development programs for school library services
5. Coordinate or supervise library programs at the school or district level
6. Plan and conduct a course of instruction for students who assist in the operation of school libraries
7. Supervise classified personnel assigned school library duties
8. Develop procedures for management of the school and district libraries

The Board also may appoint qualified classified paraprofessionals to serve as library aides or library technicians to provide instructional support services under the direct supervision of credentialed personnel. Volunteers may assist with school library services in accordance with law, Board policy, and administrative regulation.

(cf. 1240 - Volunteer Assistance)

(cf. 4222 - Teachers Aides/Paraprofessionals)

#### Hours of Operation

School libraries shall be open for use by students and teachers during the school day. (Education Code 18103)

With the approval of the Board, a school library may be open at other hours outside the school day, including evenings and Saturdays. Any library open to serve students during evening and Saturday hours shall be under the supervision of a certificated employee who consents to the assignment. (Education Code 18103)

#### Selection and Evaluation of School Library Materials

At its discretion, the Board may establish selection criteria that exclude all materials of a sectarian, partisan, or denominational character as authorized by Education Code 18111. \*\*\*

Library materials shall include print and electronic resources that align with the curriculum and are accessible to students with varying cognitive or language needs.

Library materials shall be evaluated and selected through a process that invites recommendations from administrators, teachers, other staff, parents/guardians, and students as appropriate.

(cf. 6144 - Controversial Issues)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)  
 (cf. 6161.11 - Supplementary Instructional Materials)

Library materials shall be continually evaluated in relation to evolving curricula, new formats of materials, new instructional methods, and the needs of students and teachers. Materials that contain outdated subject matter or are no longer appropriate shall be removed.

(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)

All gifts and donations of school library materials shall be subject to the same criteria as materials selected for purchase by the district.

(cf. 1260 - Educational Foundation)  
 (cf. 3290 - Gifts, Grants and Bequests)

Complaints regarding the appropriateness of library materials shall be addressed using the district's procedures for complaints regarding instructional materials.

(cf. 1312.2 - Complaints Concerning Instructional Materials)

#### Fees

Students shall be allowed to borrow school library materials at no charge for use in the library and classrooms as well as out of school. (5 CCR 16042)

(cf. 3260 - Fees and Charges)

To encourage students to return materials in a timely manner, a nominal fee shall be charged for the late return of materials.

#### Library Instruction

Teacher librarians and/or classroom teachers shall provide library instruction to develop students' information literacy skills. Such instruction shall be aligned with state academic standards for library instruction and shall prepare students to:

1. Access information by applying knowledge of the organization of libraries, print materials, digital media, and other sources
2. Evaluate and analyze information to determine appropriateness in addressing the scope of inquiry
3. Organize, synthesize, create, and communicate information
4. Integrate information literacy skills into all areas of learning and pursue information independently to become life-long learners

Teacher librarians also may provide support to teachers, administrators, and other staff by identifying instructional materials that will aid in the development of curriculum and instructional activities and by providing information about effective and ethical uses of school library services and equipment.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

(cf. 6141 - Curriculum Development and Evaluation)

### Program Evaluation

The Superintendent or designee may annually assess and report to the Board regarding the condition and use of school libraries. The assessment shall evaluate, at a minimum:

1. Access of students and staff to school libraries during school hours and, as appropriate, access outside the school day
2. The process and frequency by which students are allowed to check out library materials
3. Staffing levels, qualifications, and number of hours worked
4. The quality of the collection at each library, including, but not limited to, the total number of books in the collection, number of books per student, amount expended during the year for the purchase of new resources, and the number of resources discarded and added during the year
5. Any special programs offered at the school to encourage reading and/or library use
6. The adequacy of the facility space and equipment designated for the school library
7. The source(s) and adequacy of funding for school libraries

The district shall, on or before August 31 each year, report to the CDE on the condition of its school libraries for the preceding year ending June 30. (Education Code 18122)

Legal Reference:

#### EDUCATION CODE

1703 Coordination of district library services by county superintendent

1770-1775 Provision of library services by county superintendent

18100-18203 School libraries

18300-18571 Union high school district/unified school district library district

19335-19336 Reading Initiative Program; recommended books

35021 Volunteer aides

44868-44869 Qualifications and employment of library media teachers

45340-45349 Instructional aides

#### CODE OF REGULATIONS, TITLE 5

16040-16043 School libraries

80023-80023.2 Emergency permits, general requirements  
 80024.6 Emergency teacher librarian services permit  
 80026-80026.6 Emergency permits  
 80053-80053.1 Teacher librarian services credential

Management Resources:

**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

Examples of Model School Library Standards for California Public Schools Supporting Common Core State Standards (CCSS) for English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects, rev. February 2012

Model School Library Standards for California Public Schools: Kindergarten Through Grade Twelve, 2010 (includes standards for student instruction as well as program standards)

Looking at the School Library: An Evaluation Tool, 2003

Recommended Literature: Kindergarten Through Grade Twelve

**CALIFORNIA SCHOOL LIBRARY ASSOCIATION PUBLICATIONS**

Standards and Guidelines for Strong School Libraries, 2004

**WEB SITES**

American Association of School Libraries: <http://www.ala.org/aasl>

California Department of Education, School Libraries: <http://www.cde.ca.gov/ci/cr/lb>

California School Library Association: <http://www.csla.net>

Policy

adopted: April 10, 2007

revised: December 9, 2008

revised: October 11, 2011

revised: June 19, 2013

revised: January 13, 2015

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

Loyalton, California

# Sierra County/Sierra-Plumas Joint USD

## Board Policy

### Gifted And Talented Student Program

This Board Policy is to be in effect when district academic offerings include an active Gifted And Talented student program.

BP 6172

#### **Instruction**

The Governing Board believes that all students deserve an education that challenges them to reach their full potential. The district shall provide gifted and talented students with opportunities for learning commensurate with their particular abilities and talents.

(cf. 0200 - Goals for the School District)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 6000 - Concepts and Roles)

The Superintendent or designee shall identify students for the district's gifted and talented education (GATE) program on the basis of demonstrated or potential intellectual development, creative ability, consistently high achievement levels, academic ability in particular subject area(s), leadership ability, and/or performing and visual arts talent.

The Superintendent or designee shall provide all eligible students, including economically disadvantaged students, English learners, and students of varying cultural backgrounds, with full opportunities to participate in the GATE program and shall provide special counseling or services as necessary to help such students to succeed in the program.

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

(cf. 6164.2 - Guidance/Counseling Services)

(cf. 6174 - Education for English Language Learners)

The district's GATE program shall be designed to provide articulated learning experiences across subjects and grade levels and shall meet or exceed state academic content standards and curriculum frameworks.

(cf. 6011 - Academic Standards)

(cf. 6142.6 - Visual and Performing Arts Education)

(cf. 6142.7 - Physical Education and Activity)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6142.91 - Reading/Language Arts Instruction)

(cf. 6142.92 - Mathematics Instruction)

(cf. 6142.93 - Science Instruction)

(cf. 6142.94 - History-Social Science Instruction)

(cf. 6178 - Career Technical Education)

Educational opportunities in the district's GATE program may include:

1. Special day classes which are designed to meet specific academic needs of gifted and talented students and are appropriately differentiated from other classes in the same subjects at the school
2. Part-time groupings, in which students attend classes or seminars that are organized to provide advanced or enriched subject matter for a part of the school day
3. Cluster groupings, in which students are grouped within a regular classroom setting and receive appropriately differentiated activities from the regular classroom teacher
4. Independent study supervised by a certificated district employee and offered through special tutors or mentors or through enrollment in correspondence courses pursuant to Education Code 51740 and 5 CCR 1633

(cf. 6158 - Independent Study)

5. Acceleration, in which students are placed in grade levels or classes more advanced than those of their chronological age group and are provided special counseling and/or instruction outside the regular classroom in order to facilitate their advanced work

(cf. 5123 - Promotion/Acceleration/Retention)

6. Opportunities to attend classes conducted by a college or community college

(cf. 6172.1 - Concurrent Enrollment in College Classes)

7. Advanced Placement classes, International Baccalaureate program, or honors classes

(cf. 6141.5 - Advanced Placement)

8. Supplemental educational activities which augment students' regular educational programs in their regular classrooms and may include the use of advanced materials and/or provide special opportunities from persons other than the regular classroom teacher

In addition, the district's program shall support the social and emotional development of GATE students in order to promote student engagement in school.

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5147 - Dropout Prevention)

Staff development shall be provided as needed to support teachers in understanding the unique learning styles and abilities of gifted and talented students and in developing appropriate

instructional strategies.

(cf. 4112.2 - Certification)

(cf. 4131 - Staff Development)

As appropriate, the Superintendent or designee may involve certificated staff, students, parents/guardians, and community members in the planning, implementation, and evaluation of the GATE program.

(cf. 1220 - Citizen Advisory Committees)

(cf. 6020 - Parent Involvement)

The Superintendent or designee shall regularly report to the Board regarding the progress of students enrolled in the district's GATE program. Reports may include, but are not limited to, student achievement test results, school attendance, and feedback from program staff and participants.

(cf. 0500 - Accountability)

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

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

(cf. 6162.52 - High School Exit Examination)

(cf. 6190 - Evaluation of the Instructional Program)

Legal Reference:

EDUCATION CODE

37223 Weekend classes for mentally gifted minors

48800-48802 Enrollment of gifted students in community college

51740 Instruction by correspondence

51745-51749.3 Independent study programs

52060-52077 Local control and accountability plan

76000-76002 Enrollment in community college

CODE OF REGULATIONS, TITLE 5

1633 Instruction by correspondence

Management Resources:

WEB SITES

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

California Association for the Gifted: <http://www.cagifted.org>

Council for Exceptional Children, The Association for the Gifted (CEC-TAG):

<http://www.cectag.org>

National Association for Gifted Children: <http://www.nagc.org>



Policy  
adopted: April 10, 2007  
revised: January 13, 2015

SIERRA COUNTY OFFICE OF EDUCATION  
Sierraville, California  
Loyalton, California

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

## **Administrative Regulation**

### **Gifted And Talented Student Program**

This Administrative Regulation is to be in effect when district academic offerings include an active Gifted And Talented student program.

AR 6172

#### **Instruction**

Program Coordinator

The Superintendent or designee shall appoint a district coordinator who has demonstrated experience and knowledge in gifted education to oversee implementation of the district's gifted and talented education (GATE) program, including student identification procedures, recordkeeping, and other duties as assigned.

(cf. 4131 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee also may appoint, for each school site, a GATE coordinator who shall be responsible for implementation of program services at that school site.

#### Identification of Gifted and Talented Students

Students may be recommended for the GATE program by administrators, teachers, counselors, other staff, or parents/guardians. Parent/guardian consent shall be obtained before administering any assessments for the sole purpose of identifying students for this program or for placing a student in the program.

The Superintendent or designee shall select students for the program based on their demonstrated or potential ability for high performance in categories identified by the Governing Board, as evidenced by any of the following indicators:

1. School, class, and individual student records
2. Individual tests, including summary and evaluation by a credentialed school psychologist
3. Group tests
4. Interviews and questionnaires of teachers, parents/guardians, and others
5. Student portfolios
6. Opinions of professional persons

(cf. 5121 - Grades/Evaluation of Student Achievement)  
(cf. 6162.5 - Student Assessment)  
(cf. 6164.2 - Guidance/Counseling Services)

The Superintendent or designee shall base selection decisions upon the evaluation of pertinent evidence by the principal or designee, a classroom teacher familiar with the student's work, and, when appropriate, a credentialed school psychologist and/or other expert. These persons may review screening, identification, and placement data and shall meet when necessary to resolve any differences in assessment and recommendations. In reviewing evidence of a student's abilities, the Superintendent or designee also shall consider the economic, linguistic, and cultural characteristics of the student's background.

(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 6174 - Education for English Language Learners)

A student who transfers into the district shall be considered for the GATE program if he/she was identified as a gifted and talented student in a previous district or school or is recommended for the program. The Superintendent or designee may verify that the GATE program would be an appropriate placement for the student by examining evidence of the student's abilities based on any of the indicators listed above.

Because students who do not initially meet district criteria for the GATE program may become eligible at a later grade level, the district may re-examine student eligibility whenever the district receives a referral or the Superintendent or designee determines it to be in the student's best interest.

Policy  
adopted: April 10, 2007  
revised: January 13, 2015

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