

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

August 12, 2014

6:00 pm REGULAR SESSION

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

This meeting will *not* be available for videoconferencing.

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. FLAG SALUTE
- D. APPROVAL OF THE AGENDA
- E. INFORMATION/DISCUSSION ITEMS
 - 1. Correspondence
 - 2. Superintendent's Report
 - a. Start of School Update
 - b. Occupational Therapist, Contracted Services
 - c. Declaration of Need for Fully Qualified Educators for the 2014-2015 school year**
 - 3. Business Report
 - a. Board Report-Expenditures by Object 07/01/13 to 6/30/14**
 - b. Board Report-Expenditures by Object 07/01/14 to 07/31/14**
 - 4. Staff Reports (5 minutes)
 - 5. SPTA Report (5 minutes)
 - 6. Board Members' Report (5 minutes)
 - 7. Public Comment – This is an opportunity for members of the public to directly address the governing board on any item of interest that is within the subject matter jurisdiction of the governing board whether or not it is listed on the agenda. Five minutes may be allotted to each speaker and a maximum of twenty minutes to each subject matter. (Education Code 35145.5; Bylaw 9322; Government Code 54954.3)
 - a. Current location
 - b. Videoconference location

F. CONSENT CALENDAR

1. Approval of minutes of the Regular Board meeting held June 18, 2014**
2. Approval of bill warrants for month of June 2014**
3. Approval of bill warrants for month of July 2014**

G. ACTION ITEMS

1. Unfinished Business and General Orders

- 1314-01 Approval of Board Policy and/or Administrative Regulation 1312.3, Uniform Complaint Procedures, revision*
- 1314-02 Approval of Board Policy and/or Administrative Regulation 1312.4, Williams Uniform Complaint Procedures, revision*
- 1314-03 Approval of Board Policy and/or Administrative Regulation 5131.2, Bullying, revision*
- 1314-04 Approval of Board Policy and/or Administrative Regulation 5145.7, Sexual Harassment, revision*

2. New Business

- 1314-05 Adoption of Resolution No. 14-001, Fiscal Year End 2013-2014 Budget Revision**
- 1314-06 Adoption of Resolution No. 14-002, California Energy Commission's Bright Schools Programs**
- 1314-07 Adoption of Resolution No. 14-003, Local Reserves Cap** (Asquith)
- 1314-08 Approval of Common Core State Standards Plan**
- 1314-09 Approval of 2014-15 Professional Development Days, up to 3 Staff Development Activities, for Certificated Staff, per Certificated Collective Bargaining Unit (Grant)

BOARD POLICIES AND ADMINISTRATIVE REGULATIONS

- 1314-010 Approval of Board Policy 6141.5 Advanced Placement, revision**
- 1314-011 Approval to *Delete* Administrative Regulation, 6141.5 Advanced Placement**
- 1314-012 Approval of Board Policy 6142.92, Mathematics Instruction, revision**
- 1314-013 Approval of Board Policy 6151, Class Size, revision**
- 1314-014 Approval to *Delete* Administrative Regulation 6151, Class Size**
- 1314-015 Approval of Board Policy 6162.5, Student Assessment, revision**

Sierra County Board of Education
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1314-016 Approval of Board Policy 6162.54, Test Integrity/Test Preparation, revision**

1314-017 Approval of Board Policy 6163.1, Library Media Centers, revision**

1314-018 Approval of Board Policy and Administrative Regulation 6184, Continuation Education, revision**

H. ADVANCED PLANNING

1. Next Regular Board Meeting will be held on September 9, 2014, at Downieville School, Downieville, CA, beginning with Closed Session, as needed, at 5 pm and the Regular Board Meeting at 6:00 pm
2. Suggested Agenda Items
 - a. _____
 - b. _____
 - c. _____

I. ADJOURNMENT



Dr. Merrill M. Grant, Superintendent

*** prior month handout
** enclosed
* handout

COUNTY



State of California
Commission on Teacher Credentialing
Certification, Assignment and Waivers Division
1900 Capitol Avenue
Sacramento, CA 95811-4213

Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

- Original Declaration of Need for year: 2014-2015
 Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT

Name of District: _____ District CDS Code: _____

Name of County: _____ County CDS Code: _____

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on ___/___/___ certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► *Enclose a copy of the board agenda item*

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, _____.

Submitted by (Superintendent, Board Secretary, or Designee):

_____	_____	_____
<i>Name</i>	<i>Signature</i>	<i>Title</i>
_____	_____	_____
<i>Fax Number</i>	<i>Telephone Number</i>	<i>Date</i>

<i>Mailing Address</i>		

<i>EMail Address</i>		

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL OR AGENCY

Name of County SIERRA County CDS Code 46 10462

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on 08 12 / 14, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, 2015.

► *Enclose a copy of the public announcement*

Submitted by Superintendent, Director, or Designee:

MERRILL M. GRANT, Ed.D

Merrill M. Grant

SUPERINTENDENT

Name

Signature

Title

530 993-0828

530 993-1660

08/12/2014

Fax Number

Telephone Number

Date

P O BOX 955, LOYALTON, CA 96118

Mailing Address

mgrant@spjUSD.org

E-Mail Address

► This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subject(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
<input type="checkbox"/> CLAD/English Learner Authorization (applicant already holds teaching credential)	_____
<input type="checkbox"/> Bilingual Authorization (applicant already holds teaching credential)	_____
List target language(s) for bilingual authorization: _____	_____
<input checked="" type="checkbox"/> Resource Specialist	1 _____
<input type="checkbox"/> Teacher Librarian Services	_____
<input type="checkbox"/> Visiting Faculty Permit	_____

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	1
Single Subject	
Special Education	
TOTAL	1

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved intern program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? Yes No

If no, explain. small single district rural county; limited staff resources

Does your agency participate in a Commission-approved college or university intern program? Yes No

If yes, how many interns do you expect to have this year? 0

If yes, list each college or university with which you participate in an intern program.

CSU CHICO

If no, explain why you do not participate in an intern program.

Balances through June						Fiscal Year 2013/14
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - Gen Fund						
1100	Teachers Salaries	160,144.00	179,232.00		174,486.10	4,745.90
1120	Certificated Substitutes	4,833.00	7,705.00		12,113.50	4,408.50-
1200	Certificated Pupil Support Ser	58,392.00	61,020.00		61,019.70	.30
1300	Certificated Supervisor Admini	65,192.00	89,284.00		89,284.55	.55-
Total for Object 1000		288,561.00	337,241.00	.00	336,903.85	337.15
2100	Instructional Aides' Salaries	107,184.00	106,495.00		99,436.49	7,058.51
2200	Classified Support Salaries	13,238.00	13,850.00		14,959.05	1,109.05-
2300	Classified Supervisors' Admini	90,812.00	95,843.00		94,335.00	1,508.00
2400	Clerical Technical Office Staf	113,140.00	122,601.00		123,915.95	1,314.95-
2900	Other Classified Salaries	6,144.00	4,000.00		9,708.00	5,708.00-
Total for Object 2000		330,518.00	342,789.00	.00	342,354.49	434.51
3101	STRS Certificated Positions	22,319.00	26,608.00		26,972.40	364.40-
3102	STRS Classified Positions		433.00		560.94	127.94-
3201	PERS Certificated Positions		302.00		392.85	90.85-
3202	PERS Classified Positions	52,074.00	47,907.00		48,416.90	509.90-
3301	OASDI Certificated Positions	1,118.00			331.30	331.30-
3302	OASDI Classified Positions	19,869.00	19,419.00		20,199.17	780.17-
3311	Medicare Certificated Position	4,482.00	5,093.00		4,965.84	127.16
3312	Medicare Classified Positions	4,653.00	4,616.00		4,825.52	209.52-
3401	Health & Welfare Benefits Cert	70,692.00	77,406.00		77,403.76	2.24
3402	Health & Welfare Benefits Clas	84,530.00	79,608.00		77,754.14	1,853.86
3501	SUI Certificated	1,358.00	180.00		175.13	4.87
3502	SUI Classified	165.00	165.00		166.45	1.45-
3601	Workers' Compensation Certific	8,916.00	10,074.00		9,811.20	262.80
3602	Workers' Compensation Classifi	10,239.00	9,480.00		9,908.84	428.84-
3701	OPEB, Allocated Certificated	27,730.00			6,849.38	6,849.38-
3702	OPEB, Allocated Class				6,307.18	6,307.18-
3901	Golden Handshake		26,768.00		12,958.44	13,809.56
Total for Object 3000		308,145.00	308,059.00	.00	307,999.44	59.56
4100	Approved Textbooks Core Curric		400.00			400.00
4200	Library and Reference Material	6,613.00	1,582.00		1,297.20	284.80
4300	Materials and Supplies	18,975.00	16,892.00		9,022.35	7,869.65
4320	Custodial Supplies	1,300.00	1,300.00		1,996.43	696.43-
4330	Office Supplies	2,000.00	2,000.00		1,079.46	920.54
4340	COUNTY OFFICE MOVING EXP				206.89-	206.89

Balances through June						Fiscal Year 2013/14
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - Gen Fund (continued)						
4350	Vehicle Upkeep	6,500.00	6,500.00		3,334.23	3,165.77
4400	Noncapitalized Equipment		900.00		1,555.86	655.86-
	Total for Object 4000	35,388.00	29,574.00	.00	18,078.64	11,495.36
5100	Subagreements for Services	33,544.00	33,544.00		33,800.00	256.00-
5200	Travel and Conference	23,985.00	15,708.00		18,437.64	2,729.64-
5300	Dues and Membership	17,470.00	49,570.00		41,537.50	8,032.50
5400	Insurance	10,200.00	10,450.00		10,149.00	301.00
5500	Operation Housekeeping Service	8,000.00	8,000.00		11,538.69	3,538.69-
5600	Rentals, Leases, Repairs, Nonc	2,700.00	2,200.00		1,558.70	641.30
5800	Professional Consulting	9,000.00	8,400.00		12,000.00	3,600.00-
5801	Legal Services	29,205.00	25,205.00		355.50	24,849.50
5803	Legal Publications	500.00	500.00		57.50	442.50
5805	Personnel Expense	593.00	593.00		113.00	480.00
5806	Negotiations	2,000.00	2,000.00			2,000.00
5808	Other Services & Fees	1,500.00	1,500.00		1,448.79	51.21
5810	Contracted Services	195,310.00	303,399.00		196,063.94	107,335.06
5899	SPJUSD to Reimburse				435.80	435.80-
5900	Communications	2,000.00	2,000.00		721.17	1,278.83
	Total for Object 5000	336,007.00	463,069.00	.00	328,217.23	134,851.77
6200	Building and Improvement of Bu		30,032.00			30,032.00
6400	Equipment		28,525.00		33,721.44	5,196.44-
	Total for Object 6000	.00	58,557.00	.00	33,721.44	24,835.56
7110	County Tuition Inter Dist Agree	143,407.00	143,500.00		129,548.34	13,951.66
7141	Tuition, excess cost etc betwe	213,187.00	18,750.00		18,462.94	287.06
7281	All Other Transfers to Distric		100,000.00		100,000.00	.00
7310	Direct Support/Indirect Costs					.00
	Total for Object 7000	356,594.00	262,250.00	.00	248,011.28	14,238.72
	Total for Expense accounts	1,655,213.00	1,801,539.00	.00	1,615,286.37	186,252.63
	Total for Org 001, Fund 01 and Expense accounts	1,655,213.00	1,801,539.00	.00	1,615,286.37	186,252.63

Balances through July						Fiscal Year 2014/15
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - Gen Fund						
1100	Teachers Salaries	154,765.00	154,765.00	154,545.28	220.48	.76-
1120	Certificated Substitutes	5,152.00	5,152.00			5,152.00
1200	Certificated Pupil Support Ser	63,202.00	63,202.00	62,791.60		410.40
1300	Certificated Supervisor Admini	105,804.00	105,804.00	96,987.22	8,817.02	.24-
Total for Object 1000		328,923.00	328,923.00	314,324.10	9,037.50	5,561.40
2100	Instructional Aides' Salaries	98,489.00	98,489.00	80,145.53		18,343.47
2200	Classified Support Salaries	5,478.00	5,478.00	5,327.03		150.97
2300	Classified Supervisors' Admini	96,742.00	96,742.00	87,852.60	8,016.60	872.80
2400	Clerical Technical Office Staf	123,875.00	123,875.00	114,375.96	9,499.00	.04
2900	Other Classified Salaries	6,912.00	6,912.00			6,912.00
Total for Object 2000		331,496.00	331,496.00	287,701.12	17,515.60	26,279.28
3101	STRS Certificated Positions	31,145.00	31,145.00	27,911.94	802.54	2,430.52
3102	STRS Classified Positions	368.00	368.00	344.00		24.00
3202	PERS Classified Positions	49,655.00	49,655.00	45,755.12	3,282.22	617.66
3302	OASDI Classified Positions	19,518.00	19,518.00	16,852.84	1,054.00	1,611.16
3311	Medicare Certificated Position	4,990.00	4,990.00	4,401.88	122.98	465.14
3312	Medicare Classified Positions	4,622.00	4,622.00	3,997.40	246.94	377.66
3401	Health & Welfare Benefits Cert	84,284.00	84,284.00	78,112.58	1,326.38	4,845.04
3402	Health & Welfare Benefits Clas	82,198.00	82,198.00	72,801.50	5,360.10	4,036.40
3501	SUI Certificated	178.00	178.00	157.22	4.52	16.26
3502	SUI Classified	163.00	163.00	143.80	8.74	10.46
3601	Workers' Compensation Certific	11,419.00	11,419.00	10,177.76	284.36	956.88
3602	Workers' Compensation Classifi	10,595.00	10,595.00	9,242.56	570.92	781.52
3901	Golden Handshake	26,768.00	26,768.00			26,768.00
Total for Object 3000		325,903.00	325,903.00	269,898.60	13,063.70	42,940.70
4200	Library and Reference Material			3,151.29		3,151.29-
4300	Materials and Supplies	17,590.00	17,590.00	4,997.25		12,592.75
4320	Custodial Supplies	1,300.00	1,300.00			1,300.00
4330	Office Supplies	2,000.00	2,000.00			2,000.00
4350	Vehicle Upkeep	6,500.00	6,500.00	1,250.00		5,250.00
4400	Noncapitalized Equipment	7,198.00	7,198.00			7,198.00
Total for Object 4000		34,588.00	34,588.00	9,398.54	.00	25,189.46
5100	Subagreements for Services	35,724.00	35,724.00	37,622.00		1,898.00-
5200	Travel and Conference	16,342.00	16,342.00	7,349.00		8,993.00
5300	Dues and Membership	17,970.00	17,970.00	9,066.00		8,904.00

Balances through July						Fiscal Year 2014/15
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
Fund 01 - Gen Fund (continued)						
5400	Insurance	10,450.00	10,450.00		9,218.00	1,232.00
5500	Operation Housekeeping Service	9,200.00	9,200.00	2,200.00		7,000.00
5600	Rentals, Leases, Repairs, Nonc	2,600.00	2,600.00	500.00		2,100.00
5800	Professional Consulting	8,400.00	8,400.00	8,400.00		.00
5801	Legal Services	32,500.00	32,500.00			32,500.00
5803	Legal Publications	500.00	500.00	200.00		300.00
5805	Personnel Expense	593.00	593.00	250.00		343.00
5806	Negotiations	2,000.00	2,000.00			2,000.00
5808	Other Services & Fees	1,500.00	1,500.00	1,500.00	100.86-	100.86
5810	Contracted Services	293,628.00	293,628.00	207,403.98	40,400.00	45,824.02
5899	SPJUSD to Reimburse			4,350.00		4,350.00-
5900	Communications	2,100.00	2,100.00			2,100.00
	Total for Object 5000	433,507.00	433,507.00	278,840.98	49,517.14	105,148.88
6200	Building and Improvement of Bu	30,032.00	30,032.00			30,032.00
6400	Equipment	6,300.00	6,300.00	13,012.63		6,712.63-
	Total for Object 6000	36,332.00	36,332.00	13,012.63	.00	23,319.37
7281	All Other Transfers to Distric		150,000.00		150,000.00	.00
7310	Direct Support/Indirect Costs					.00
	Total for Object 7000	.00	150,000.00	.00	150,000.00	.00
	Total for Expense accounts	1,490,749.00	1,640,749.00	1,173,175.97	239,133.94	228,439.09
	Total for Org 001, Fund 01 and Expense accounts	1,490,749.00	1,640,749.00	1,173,175.97	239,133.94	228,439.09

MINUTES OF THE REGULAR MEEETING OF THE
SIERRA COUNTY BOARD OF EDUCATION
June 18, 2014
Downieville School, Downieville, California
6 pm Regular Session

A. CALL TO ORDER

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

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. FLAG SALUTE

D. APPROVAL OF THE AGENDA with the following changes:

Removal of Items 1314-130, 131, 139 and 143; these items will be brought back in August 2014 or when revised by the California School Boards Association.

MOORE/HALL

E. INFORMATION/DISCUSSION ITEMS

1. Superintendent's Report
 - a. A .83 FTE Special Education Instructional Aide position at Downieville School will be eliminated effective June 30, 2014
 - b. Speech Therapist contract will be renewed for the 2014-15 school year
 - c. Career Technician Job Description, revision
 - d. Loyaltan High School Paving Project is in its second week and reviewed by the project coordinator.
 - e. SARB Report, including Suspension/Expulsion data
2. Presentation regarding The Yuba River Outdoor Classroom – Mr. Doyle gave a brief report and would like to bring a DVD to show to the board in a few months.
3. Business Report
 - a. Board Report-Expenditures by Object 07/01/13 to 5/30/14
 - b. Correspondence from California Department of Education regarding 2013-14 Second Interim Reports
4. STAFF REPORT – There was no Staff Report
5. SPTA REPORT – There was no SPTA Report

6. BOARD MEMBER'S REPORT –
-WRIGHT wrote a letter to Governor Brown which will be distributed to the media.
-MOORE and DRISCOLL had the opportunity to award diplomas for Sierra Pass Continuation School Graduation
7. PUBLIC COMMENT
President WRIGHT opened the meeting for public comment at 6:23 pm.
There was no comment from the Downieville location.
There was no comment from the teleconferenced location.
President WRIGHT closed the meeting for public comment at 6:24 pm.

F. CONSENT CALENDAR

The following items were included in the consent calendar:

1. Approval of minutes of the Regular Board meeting held May 13, 2014
2. Approval of bill warrants for month of May 2014
3. Authorization to submit the Consolidated Application for Funding, 2014-15
4. Approval of Quarterly Report on Williams Uniform Complaints for the quarter up to June 18, 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 up to June 18, 2014. 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 2013-2014 school year.*
DRISCOLL/HALL
5/0

G. ACTION ITEMS

1. NEW BUSINESS

- 1314-124 Public Hearing for the California Department of Education Certification of the Sierra County SELPA Annual Service and Budget Plan opened at 6:25 pm. There was no comment.
- 1314-125 Adoption of Sierra County SELPA Annual Service and Budget Plan
MOORE/HALL
5/0

1314-126 Adoption of Resolution No. 13-009, Set Superintendent Salary

DRISCOLL/HALL

ROLL CALL VOTE: DRISCOLL: AYE
DRYDEN: AYE
HALL: AYE
MOORE: AYE
WRIGHT: AYE
5/0

1314-127 Dr. Merrill Grant reviewed the Common Core State Standards Plan Handout. There were no questions.

1314-128 Adoption of the 2014-2015 Local Control and Accountability Plan

MOORE/HALL

5/0

1314-129 Adoption of 2014-2015 Budget and the Criteria & Standards Report

Ms. Asquith reviewed the handout, SCOE Budget Report Summary

MOORE/HALL

5/0

BOARD POLICIES AND ADMINISTRATIVE REGULATIONS

MOORE Moved to adopt Item #132 through 138, 140 through 142 and 144.

DRISCOLL seconded.

5/0

~~1314-130 Approval of Board Policy and/or Administrative Regulation 1312.3, Uniform Complaint Procedures, revision—This item was pulled from the agenda awaiting revision from California School Boards Association.~~

~~1314-131 Approval of Board Policy and/or Administrative Regulation 1312.4, Williams Uniform Complaint Procedures, revision—This item was pulled from the agenda awaiting revision from California School Boards Association.~~

1314-132 Approval of Board Policy 3280, Sale or Lease of District-Owned Real Property, revision

1314-133 Approval of Board Policy 3513.3, Tobacco-Free Schools, revision

1314-134 Approval of Board Policy 4112.42, 4212.42, 4312.42, Drug and Alcohol Testing for School Bus Drivers, revision

1314-135 Approval of Administrative Regulation 4112.42, 4212.42, 4312.42, Drug and Alcohol Testing for School Bus Drivers, NEW

1314-136 Approval of Exhibit 4112.9, 4212.9, 4312.9, Employee Notifications, revision

1314-137 Approval of Administrative Regulation 4117.14, 4317.14, Postretirement
Employment, revision

1314-138 Approval of Administrative Regulation 4117.7, 4317.7, Employment Status Reports,
revision

~~1314-139 Approval of Board Policy and/or Administrative Regulation 5131.2, Bullying, revision~~
This item was pulled from the agenda awaiting revision from California School
Boards Association.

1314-140 Approval of Board Policy 5131.62, Tobacco, revision

1314-141 Approval of Administrative Regulation and Board Policy 5144.1, Suspension and
Expulsion/Due Process, revision

1314-142 Approval of Exhibit 5145.6, Parental Notifications, revision

~~1314-143 Approval of Board Policy and/or Administrative Regulation 5145.7, Sexual
Harassment, revision~~ This item was pulled from the agenda awaiting revision from
California School Boards Association.

1314-144 Approval of Board Bylaw 9324, Minutes and Recordings, revision

H. ADVANCED PLANNING

There is no regularly scheduled board meeting for the month of July. The next
Regular Board Meeting will be held on August 12, 2014, 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

Suggested Agenda Items

- a. Occupational Therapist
- b. Common Core State Standards Plan Approval
- c. Policies and Regulations 1312.3, 1312.4, 5121.2 and 5145.7, if updated.

I. ADJOURNMENT

Adjourned at 6:37pm.
MSCU/DRISCOLL/HALL
5/0

Patty Hall, Clerk

Dr. Merrill M. Grant, Superintendent

Checks Dated 06/01/2014 through 06/30/2014

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
00013965	06/13/2014	ROSE ASQUITH	01-5200	66.28	
			01-5899	198.84	265.12
00013966	06/13/2014	HEIDI BETHKE	01-5200		21.00
00013967	06/13/2014	MERRILL GRANT	01-5200		753.20
00013968	06/13/2014	LIBERTY UTILITIES CPEC	01-5500		211.71
00013969	06/13/2014	BARBARA MCKURTIS	01-5810		2,000.00
00013970	06/13/2014	MARLENE MONGOLO	01-5200		54.88
00013971	06/13/2014	SIERRA VALLEY HOME CENTER	01-4300		187.41
00013972	06/13/2014	MARLA STOCK	01-5810		3,000.00
00013973	06/13/2014	U.S. BANK	01-5200		767.48
00013974	06/13/2014	VOYAGER	01-4350	58.41	
			01-5200	169.38	
			01-5899	57.21	285.00
			Total Number of Checks	10	7,545.80

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	County School Service Fund	10	7,545.80
	Total Number of Checks	10	7,545.80
	Less Unpaid Sales Tax Liability		.00
	Net (Check Amount)		7,545.80

Checks Dated 07/01/2014 through 07/31/2014

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
00013975	07/08/2014	ROSE ASQUITH	01-9500		64.96
00013976	07/08/2014	ESCAPE TECHNOLOGY	01-5810		40,400.00
00013977	07/08/2014	MERRILL GRANT	01-9500		87.36
00013978	07/08/2014	LIBERTY UTILITIES CPEC	01-9500		185.39
00013979	07/08/2014	MIKE MOORE	01-9500		23.00
00013980	07/08/2014	NORTHEASTERN JOINT POWERS AUTHORITY	76-9571		5,615.50
00013981	07/08/2014	PITNEY BOWES, INC.	01-9500		203.71
00013982	07/08/2014	PLACER COUNTY SELPA	01-9500		55.00
00013983	07/08/2014	SCHOOL SERVICES OF CALIFORNIA	01-9500		135.00
00013984	07/08/2014	SIERRA COUNTY OFFICE OF EDUCATION	01-9500		149.14
00013985	07/08/2014	SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT	01-9500		250.00
00013986	07/08/2014	SINGLETON AUMAN PC	01-9500		2,800.00
00013987	07/08/2014	TIMBERLINE AUTO PARTS & POWER EQUIPMENT	01-9500		177.38
00013988	07/08/2014	TRI COUNTY SCHOOLS GROUP	01-5400	9,218.00	
			01-9535	3,431.00	
			76-9576	13,578.10	26,227.10
00013989	07/08/2014	U.S. BANK	01-9500		35.81
00013990	07/08/2014	SUSAN VANDRUFF, OTR	01-9500		1,060.00
00013991	07/08/2014	ALLEN WRIGHT	01-9500		6.72
			Total Number of Checks	17	77,476.07

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	County School Service Fund	16	58,282.47
76	Payroll Clearing	2	19,193.60
Total Number of Checks		17	77,476.07
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			77,476.07

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.

**SIERRA COUNTY OFFICE OF EDUCATION
RESOLUTION NO. 14-001**

Fiscal Year End 2013-2014 Budget Revision

WHEREAS, the 2013-2014 budget was adopted June 19, 2013, and

WHEREAS, unanticipated income and liabilities providing changes to the budget expenditures necessitate intrafund transfers,

WHEREAS, it is necessary from time to time during a fiscal year to amend the Budget in accordance with Section 42600 of the California Education Code, and

WHEREAS, it is necessary at the close of any school year to transfer between funds to permit payment of obligations at close of year in accordance with Section 42601 of the California Education Code, and

WHEREAS, it is necessary from time to time during a fiscal year to use unbudgeted fund in accordance with Section 42602 and make appropriation of excess funds in accordance with Section 42610 of the California Education Code, and

NOW, THEREFORE, BE IT RESOLVED, that a attached year end 2013-2014 Budget Revisions is made in accordance with California Education Code 42600, 42601, 42602, and 42610.

Passed and adopted at a regular meeting of the Sierra County Office of Education Governing Board, August 12, 2014 by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

VACANT:

Patty Hall, Clerk

SIERRA COUNTY OFFICE OF EDUCATION

RESOLUTION NO. 14-002

California Energy Commission's Bright Schools Programs

WHEREAS, the California Energy Commission's Bright Schools Program provides technical assistance to school districts; and

WHEREAS, Sierra County Office of Education Governing Board authorizes Sierra County Office of Education (SCOE) to apply for technical assistance; and

WHEREAS, SCOE recognizes that the California Energy Commission has limited funds available to provide technical assistance and that primary consideration will be given to those districts that have a desire and willingness to seek funding to implement the feasible recommended energy-efficiency measures(s);

NOW, THEREFORE, BE IT RESOLVED that SCOE is willing to seek funding to implement viable energy-saving measures(s) and therefore requests technical assistance to identify such measures as may be economically feasible.

BE IT FURTHER RESOLVED that the Superintendent or his designee is hereby authorized and empowered to execute in the name of SCOE all necessary documents to implement and carry out the purposes of this resolution.

APPROVED, PASSED and ADOPTED at a regular meeting of the Sierra County Board of Education held on August 12, 2014, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

VACANT: NONE

Allen Wright, President

Sharon Dryden, Vice President

Patty Hall, Clerk

Michael Moore, Member

Tim Driscoll, Member

SIERRA COUNTY OFFICE OF EDUCATION

RESOLUTION NO. 14-003

Resolution on Local Reserves Cap

WHEREAS, School district governing boards have the obligation to provide a quality education that is essential for an informed citizenry, a competitive economy, a fulfilling life for all students, and the foundation of our democratic society; and

WHEREAS, School district governing boards are responsible for maintaining fiscal solvency of the school systems they govern; and

WHEREAS, The Local Control Funding Formula (LCFF), based on the principle of subsidiarity, provides governing boards, working with interested stakeholders, with the authority to prioritize funds in order to provide quality education for all students, especially those who are English learners, from low income households and who are Foster Youth; and

WHEREAS, Funds for crucial services for school operations, such as payroll, classroom materials, school construction projects, technology, home-to-school transportation, deferred maintenance, etc. often require successful ongoing cash-flow management and disciplined planning, including the creation and maintenance of prudent financial reserves; and

WHEREAS, School district reserve levels, as well as their fund balances, are determined by governing boards to meet local priorities and allow districts to save for potential future expected and unexpected expenditures and for eventual economic downturns; and

WHEREAS, community funded schools (Basic Aid Districts) receive funds only twice a year and must rely on adequate reserves to manage cash flow for normal daily operations and for future purchases and unforeseen events; and

WHEREAS, the statutory minimum for school district reserves for economic uncertainties ranges from 1 to 5 percent, depending on district enrollment, and covers between one to five weeks of payroll, or less than 20 days of total cash flow; and

WHEREAS, Prudent budgeting raises expectations for school districts to establish and maintain reserves above the statutory minimum; and

WHEREAS, the governing board of the SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT currently maintains a reserve of approximately 25% for purposes of planned expenses, purchases such as major textbook adoptions, planned projects such as deferred maintenance, capital projects, to meet cash flow needs to allow the district to make payroll etc. during the next economic downturn and when the revenues from Proposition 30 begin to sunset as well as the lost of Forest Reserve Revenue.

WHEREAS, On June 20, 2014, the Governor signed into law SB 858 (Committee on Budget and Fiscal Review, Chapter 32, Statutes of 2014), the so-called education budget trailer bill; and

WHEREAS, SB 858, Sec. 27, requires school districts to spend their assigned and unassigned account balances down to no more than two to-three times the minimum level of the statutory reserve for economic uncertainties (depending on district size) in the fiscal year following the fiscal year in which the

State of California makes a payment of any amount to the Public School System Stabilization Account;
and

WHEREAS, Under SB 858 a deposit by the State of California of even \$1 to the Public School System Stabilization Account would result in school districts throughout California having to spend down billions of dollars in their reserves and ending balances; and

WHEREAS, It could take many years for the State of California to build up an adequate Public School System Stabilization Account; yet, in one year, school districts would be forced to spend down their reserves and ending balances to levels that could jeopardize fiscal solvency; and

WHEREAS, The LCFF is not fully implemented, many school districts are still funded below their 2007-08 levels, and districts cannot survive another downturn without fiscally responsible reserves; now, therefore, be it

APPROVED, PASSED and ADOPTED at a regular meeting of the Sierra County Board of Education held on August 12, 2014, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

VACANT: NONE

ALLEN WRIGHT, PRESIDENT

SHARON DRYDEN, VICE PRESIDENT

PATTY HALL, CLERK

MICHAEL MOORE, MEMBER

TIM DRISCOLL, MEMBER

POLICY GUIDESHEET
Policy Revision received 4/2014; Sent to Board 8/12/20 14

BP/AR 6141.5 - Advanced Placement

(BP revised; AR deleted)

*Policy updated to reflect the self-repeal of law providing state grants to reduce the cost of Advanced Placement (AP) examination fees for economically disadvantaged students and **NEW LAW** (AB 97, 2013) which redirected that funding, and funding for the gifted and talented education program, into the LCFF.*

Regulation deleted because of self-repeal of legal requirements related to state grants for reducing AP examination fees.

BP 6142.92 - Mathematics Instruction

(BP revised)

*Policy updated to reflect Common Core State Standards and **NEW STATE CURRICULUM FRAMEWORK** for mathematics. Policy also updated to (1) reflect **NEW LAW** (AB 166, 2013) which requires the State Board of Education, concurrent with the next revision of textbooks or the curriculum framework in mathematics, to ensure the integration of financial literacy; (2) reflect **NEW LAW** (AB 97, 2013) which eliminates the Professional Development Block Grant and the Mathematics and Reading Professional Development Program; and (3) add material on program evaluation.*

BP/AR 6151 - Class Size

(BP revised; AR deleted)

*Policy updated to reflect **NEW LAW** (AB 97, 2013) which eliminates the K-3 Class Size Reduction and Morgan-Hart Class Size Reduction programs and requires districts, as a condition of receiving an additional adjustment to the K-3 base grant under the LCFF, to make progress toward a class size of 24 in grades K-3, unless a different class size for each school site is collectively bargained. Policy also reflects **NEW TITLE 5 REGULATIONS** (Register 2014, No. 14) addressing the calculation of average class enrollment.*

*Regulation deleted because program requirements for K-3 Class Size Reduction and Morgan-Hart Class Size Reduction programs were eliminated by **NEW LAW** (AB 97, 2013).*

BP 6162.5 - Student Assessment

(BP revised)

*Policy updated to reflect **NEW LAW** (AB 97, 2013) which requires that statewide assessments be used as one measure of the district's LCAP goals for student achievement and revises the definition of "numerically significant" student subgroups for which districts must demonstrate comparable improvement in academic achievement. Policy also reflects **NEW LAW** (AB 484, 2013) which replaces the Standardized Testing and Reporting program with the California Assessment of Student Performance and Progress*

(CAASPP) and changes the content required for the individual record of accomplishment to include results of the CAASPP or any predecessor assessment.

BP 6162.54 - Test Integrity/Test Preparation

(BP revised)

Policy updated to reflect **NEW LAW** (AB 484, 2013) which establishes the CAASPP assessment system, prohibits use of a program for the sole purpose of test preparation for state assessments, and allows districts to familiarize students with item types or the computer-based testing environment used in the CAASPP. Policy deletes material reflecting state regulations on test preparation repealed by Register 2014, No. 6.

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.

BP/AR 6184 - Continuation Education

(BP/AR revised)

Mandated policy reflects **NEW LAW** (AB 570, 2013) which mandates that the district adopt policy with specified provisions if it allows students to voluntarily enroll in continuation education and **NEW LAW** (AB 97, 2013) which eliminates the Pupil Retention Block Grant. Policy also adds material on alignment of the program with goals in the LCAP, student enrollment in a regional occupational center/program in lieu of continuation education, and program evaluation.

Mandated regulation updates sections on "Voluntary Enrollment" and "Intake and Orientation" to reflect **NEW LAW** (AB 570, 2013) which mandates procedures governing identification, placement, and intake of students who voluntarily enroll in continuation education. Regulation adds optional program components related to parent/guardian communication, parent and community involvement, professional development, support services, and safety and school climate. Regulation also reflects **NEW COURT DECISION** concluding that districts are not required to exhaust all other means of correction to bring about student improvement before involuntarily transferring a student to a continuation education program.

Sierra County/Sierra-Plumas Joint USD

Board Policy

Advanced Placement

BP 6141.5

Instruction

To encourage **district** students to challenge themselves academically, , **develop college-level skills** and be more competitive when applying for admission to postsecondary institutions, the **Governing** Board shall **offer opportunities to high school students to take Advanced Placement (AP) courses and pass AP examinations.**

(cf. 0200 - Goals for the School District)

(cf. 6172 - Gifted and Talented Student Program)

(cf. 6172.1 - Concurrent Enrollment in College Classes)

The Board desires to provide at least four AP courses at each high school. The Superintendent or designee shall recommend subject areas for AP courses at each school based on student interest **and the** availability of qualified certificated staff, instructional materials, and other resources. The Superintendent or designee shall also explore alternative methods of delivering AP courses, **such as online courses or distance learning.**

The Superintendent or designee **may consult and collaborate with feeder schools to ensure that students are offered the opportunity to take coursework that will prepare them for AP courses.**

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6143 - Courses of Study)

(cf. 6146.11 - Alternative Credits Toward Graduation)

All students who meet course prerequisites shall have equal access to **AP** courses.

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

Grades for **AP** courses shall be assigned in accordance with Board policy and administrative regulation.

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

The Superintendent or designee shall make efforts to encourage students to participate in AP courses and to take end-of-course AP exams by creating support systems for AP students, such as resource centers and programs to recognize student accomplishments. In addition, the Superintendent or designee may explore partnerships with colleges and universities to help encourage students to pursue postsecondary education.

(cf. 5126 - Awards for Achievement)

(cf. 6164.2 - Guidance/Counseling Services)

To increase the capacity of district schools to offer AP courses, the Superintendent or designee shall provide staff development and support to teachers of such courses. This professional development may include, but is not limited to, opportunities for teachers to obtain information on the curriculum of specific courses, instructional methods, and data-driven decision making; mentoring for prospective

teachers of AP courses; and opportunities for staff within the district to share course syllabi and practices.

(cf. 4111/4211/4311 - Recruitment and Selection)

(cf. 4113 - Assignment)

(cf. 4131 - Staff Development)

The Board desires that every district AP course receive authorization to use the AP designation by the College Board. To that end, the Superintendent or designee shall coordinate the process for submitting courses for approval as part of the College Board AP course audit.

Examination Fee

To the extent feasible, the district shall reduce the cost of AP examination fees for eligible low-income students. At the beginning of each school year, the Superintendent or designee shall notify parents/guardians of the availability of funds for this purpose and shall provide information on how income-eligible students may apply for funding.

(cf. 3100 - Budget)

Legal Reference:

EDUCATION CODE

52240-52243 *Advanced Placement program*

CODE OF REGULATIONS, TITLE 5

3840 *Advanced Placement as program option for gifted and talented students*

UNITED STATES CODE, TITLE 20

6534 *Advanced Placement exam fee program*

Management Resources:

WEB SITES

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

Advancement Via Individual Determination: <http://www.avid.org>

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

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

College Board: <http://www.collegeboard.org/ap>

International Baccalaureate: <http://www.ibo.org>

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

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

Policy adopted: April 10, 2007

Revised: August 12, 2014

Sierraville, California

Loyalton, California

Sierra County/Sierra-Plumas Joint USD

Administrative Regulation

Advanced Placement

AR 6141.5
Instruction

At the beginning of each school year, the Superintendent or designee shall notify parents/guardians on the availability of state funds to cover the costs of Advanced Placement examination fees pursuant to Education Code 52244. (Education Code 48980)

(cf. 5145.6 - Parental Notifications)

Any economically disadvantaged student, as defined in Education Code 52241, who is enrolled in an Advanced Placement course may apply to the Superintendent or designee to cover the costs of Advanced Placement examination fees minus five dollars which shall be paid by the student. (Education Code 52244)

Regulation SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
approved: April 10, 2007 Sierraville, California

Delete

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SIERRA-VISTA
JOINT UNIFIED SCHOOL DISTRICT
MARY G. GENASCI, SUPERINTENDENT

Sierra County/Sierra-Plumas Joint USD

Board Policy

Mathematics Instruction

BP 6142.92

MATHEMATICS INSTRUCTION

The Governing Board desires to offer a rigorous mathematics program that progressively develops the knowledge and skills students will need to succeed in college and career. The district's mathematics program shall be designed to teach mathematical concepts in the context of real-world situations and to help students gain a strong conceptual understanding, a high degree of procedural skill and fluency, and ability to apply mathematics to solve problems.

(cf. 6143 - Courses of Study)

(cf. 6146.1 - High School Graduation Requirements)

For each grade level, the Board shall adopt academic standards for mathematics that meet or exceed the Common Core State Standards. The Superintendent or designee shall develop or select curricula that are aligned with these standards and the state curriculum framework.

(cf. 6011 - Academic Standards)

(cf. 6141 - Curriculum Development and Evaluation)

The district's mathematics program shall address the following standards for mathematical practices which are the basis for mathematics instruction and learning:

1. **Overarching habits of mind of a productive mathematical thinker: Making sense of problems and persevering in solving them; attending to precision**
2. **Reasoning and explaining: Reasoning abstractly and quantitatively; constructing viable arguments and critiquing the reasoning of others**
3. **Modeling and using tools: Modeling with mathematics; using appropriate tools strategically**
4. **Seeing structure and generalizing: Looking for and making use of structure; looking for and expressing regularity in repeated reasoning**

In addition, the program shall be aligned with grade-level standards for mathematics content.

For grades K-8, content shall address, at appropriate grade levels, counting and cardinality, operations and algebraic thinking, number and operations in base ten, fractions, measurement and data, geometry, ratios and proportional relationships, functions, expression and equations, the number system, and statistics and probability. Students shall learn the concepts and skills that prepare them for the rigor of higher mathematics.

For higher mathematics, the district shall offer a pathway of courses through which students shall be taught concepts that address number and quantity, algebra, functions, modeling, geometry, and statistics and probability.

The Superintendent or designee shall ensure that certificated staff have opportunities to participate in professional development activities designed to increase their knowledge and skills in effective mathematics teaching practices.

(cf. 4131 - Staff Development)
(cf. 4331 - Staff Development)

The Superintendent or designee shall ensure that students have access to sufficient instructional materials, including manipulatives and technology, to support a balanced, standards-aligned mathematics program.

(cf. 0440 - District Technology Plan)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
(cf. 6161.11 - Supplementary Instructional Materials)
(cf. 6163.1 - Library Media Centers)

The Superintendent or designee shall provide the Board with data from state and district mathematics assessments and program evaluations to enable the Board to monitor program effectiveness.

(cf. 0460 - Local Control and Accountability Plan)
(cf. 0500 - Accountability)
(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

51210 Areas of study, grades 1-6
51220 Areas of study, grades 7-12
51224.5 Algebra in course of study for grades 7-12
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

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, rev. January 2013

COMMON CORE STATE STANDARDS INITIATIVE PUBLICATIONS

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

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>

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

Policy adopted: April 10, 2007
Revised: August 12, 2014

Sierra County/Sierra-Plumas Joint USD

Board Policy

Instruction

BP 6151(a)

CLASS SIZE

The Governing Board recognizes that **smaller classes** may **contribute** to **student learning** by **allowing** teachers to **better** identify and respond to individual student needs. In accordance with negotiated employee agreements and state law, the Board shall establish class size limits appropriate for **each** grade level or subject taught and conducive to the effective use of teaching staff.

(cf. 4141/4241 - Collective Bargaining Agreement)

The highest priority for maintaining small class sizes shall be in the primary grades in order to support young students as they acquire the basic skills that serve as the foundation for subsequent learning. Other priorities shall be established in accordance with the goals and strategies identified in the district's local control and accountability plan (LCAP).

(cf. 0200 - Goals for the School District)
(cf. 0460 - Local Control and Accountability Plan)

For grades K-3, the district shall annually make progress toward maintaining an average class of not more than 24 students, unless an alternative annual average class size for each school site is collectively bargained. (Education Code 42238.02; 5 CCR 15498-15498.3)

Transitional kindergarten classes established pursuant to Education Code 48000 shall be included in the calculation of average class enrollment for kindergarten.

(cf. 6170.1 - Transitional Kindergarten)

At the secondary level, district priorities for class size reduction shall focus on English language arts, mathematics, science, social studies, and other courses that are necessary for completion of graduation requirements and shall be aligned with student needs as identified in the district's LCAP.

(cf. 6143 - Courses of Study)
(cf. 6146.1 - Graduation Requirements)

The Superintendent or designee shall provide the Board with an analysis of staffing and school facilities needs and other costs related to class size reduction proposals.

(cf. 3100 - Budget)
(cf. 6117 - Year-Round Schedules)
(cf. 7111 - Evaluating Existing Buildings)

The Superintendent or designee shall annually report to the Board regarding the impact of the class size reduction program on student achievement and other outcomes such as changes in school climate and student engagement.

(cf. 0500 - Accountability)
(cf. 6162.5 - Student Assessment)

Legal Reference:

EDUCATION CODE

17042 Rules for determining area of adequate school construction; exceptions
17042.7 Formula for calculation
33050 Nonwaivable provisions
35160 Authority of the board
42238.02 Local control funding formula, including adjustment for class size reduction
42280 Necessary small schools
46205 Computation for early-late programs
51225.3 Graduation requirements
52060-52077 Local control and accountability plan
GOVERNMENT CODE
3543.2 Scope of representation

Management Resources:

WEB SITES

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

Policy adopted: April 10, 2007
Revised: August 12, 2014

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

Sierra County/Sierra-Plumas Joint USD

Administrative Regulation

Class Size

AR 6151

Instruction

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009) and ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), Education Code 42605 grants districts flexibility in "Tier 3" categorical programs. The Sierra-Plumas Joint Unified School District has accepted this flexibility and thus is deemed in compliance with the statutory or regulatory program and funding requirements for these programs for the 2008-09 through 2012-13 fiscal years. As a result, the district may temporarily suspend certain provisions of the following policy or regulation that reflect these requirements. For further information, please contact the Superintendent or designee.

Class Size Reduction in Grades K-3

When establishing a program to reduce class size in the primary grades, the program shall be implemented at each school according to the following priorities: (Education Code 52124)

1. If only one grade level is reduced at a school, the grade level shall be grade 1.
2. If only two grade levels are reduced at a school, the grade levels shall be grades 1 and 2.
3. If three grade levels are reduced at a school, then those grade levels shall be kindergarten and grades 1 and 2 or grades 1 through 3. Priority shall be given to the reduction of class sizes in grades 1 and 2 before class sizes of kindergarten or grade 3 are reduced.
4. If four grade levels are reduced at a school, then those grade levels shall be kindergarten through grade 3. First priority shall be given to the reduction of class sizes in grade 1 and 2; second priority shall be given to the reduction of class size in kindergarten and grade 3.

In order to maximize the educational advantages of smaller classes, training shall be provided to teachers providing direct instructional services in classes participating in the district's class size reduction program. This training shall include, but not be limited to, methods for providing each of the following: (Education Code 52127)

1. Individual instruction
2. Effective teaching, including classroom management, in smaller classes
3. Identifying and responding to student needs

4. Opportunities to build on the individual strengths of students

(cf. 4131 - Staff Development)

Class Size Reduction in Grades 9-12

When establishing a program to reduce class size in one or two courses in grade 9, the Superintendent or designee shall certify that, at each participating school: (Education Code 52084)

1. English courses are included in the program.
2. The second course, if any, is a course in mathematics, science, or social studies which counts towards graduation requirements pursuant to Education Code 51225.3.
3. The average class size in the school for the designated course(s) shall be no more than 20 students per certificated teacher, and there shall be no more than 22 students in any participating class.

Special education students enrolled in special day classes on a full-time basis and students enrolled in necessary small schools that receive funding pursuant to Education Code 42280 shall not be counted in calculating class sizes for purposes of this program.

4. The implementation of class size reduction has not adversely affected existing class size in other courses.

Class size reduction in grades 10, 11, and/or 12 shall be maintained at the same grade levels and in the same courses as in the 1997-98 school year.

Regulation SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
approved: April 10, 2007 Sierraville, California

Sierra County/Sierra-Plumas Joint USD

Board Policy

Student Assessment

Instruction

BP 6162.5(a)

STUDENT ASSESSMENT

The Governing Board recognizes that student assessments are an important instructional and accountability tool. Assessment data shall be used to help determine individual students' progress, mastery of academic standards, appropriate placement in district programs, and/or eligibility for graduation. In addition, summary data on student assessment results shall be used by the district to identify and review student achievement goals in the district's local control and accountability plan, evaluate district educational programs in order to identify needed improvements, and, as appropriate, evaluate staff performance.

(cf. 0460 - Local Control and Accountability Plan)

(cf. 0500 - Accountability)

(cf. 2140 - Evaluation of the Superintendent)

(cf. 4115 - Evaluation/Supervision)

(cf. 4315 - Evaluation/Supervision)

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

(cf. 5123 - Promotion/Acceleration/Retention)

(cf. 6011 - Academic Standards)

(cf. 6142.7 - Physical Education and Activity)

(cf. 6162.51 - State Academic Achievement Tests)

(cf. 6162.52 - High School Exit Examination)

(cf. 6190 - Evaluation of the Instructional Program)

To obtain the most accurate evaluation of student performance, the district shall use a variety of measures, including district, state, and/or national assessments. As appropriate, assessment results shall be disaggregated by student subgroup, classroom, grade level, and/or school site to allow for critical analysis of student needs.

(cf. 3553 - Free and Reduced Price Meals)

In selecting or developing any district assessment, the Superintendent or designee shall examine evidence of its reliability, its validity for the intended purpose and for various student populations, and the extent to which it aligns with the material that is being taught.

The Superintendent or designee shall ensure that assessments are administered in accordance with law and the test publisher's directions and that test administration procedures are fair and equitable for all students.

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

(cf. 6162.54 - Test Integrity/Test Preparation)

The Superintendent or designee shall provide professional development as needed to assist administrators and teachers in interpreting and using assessment data to improve student performance and the instructional program.

(cf. 4131 - Staff Development)

(cf. 4331 - Staff Development)

When districtwide and school-level results of student assessments are published by the state, the Superintendent or designee may provide supplementary information to assist parents/guardians and the community in understanding test results.

(cf. 0510 - School Accountability Report Card)

Individual Record of Accomplishment

The Superintendent or designee shall ensure that each student, by the end of grade 12, has an individual record of accomplishment that includes the following: (Education Code 60607)

1. The results of the state achievement tests administered pursuant to Education Code 60640-60649 or any predecessor assessments
2. The results of any end-of-course examinations taken
3. The results of any vocational education certification examinations taken

(cf. 6178 - Career Technical Education)

No individual record of accomplishment shall be released to any person, other than the student's parent/guardian or a teacher, counselor, or administrator directly involved with the student, without the written consent of the student's parent/guardian, or the student if he/she is an adult or emancipated minor. The student or his/her parent/guardian may authorize the release of the record of accomplishment to a postsecondary educational institution for the purposes of credit, placement, or admission. (Education Code 60607)

(cf. 5125 - Student Records)

Legal Reference:

EDUCATION CODE

313 *Assessment of English language development*

10600-10610 *California Education Information System*

44660-44665 *Evaluation and assessment of performance of certificated employees (Stull Act)*

49558 *Free and reduced-price meals; use of individual applications and records*

51041 *Evaluation of educational program*

51450-51455 *Golden State Seal Merit Diploma*

52052 *Academic Performance Index; numerically significant student subgroups*

52060-52077 *Local control and accountability plan*

60600-60649 *Assessment of academic achievement, especially:*

60640-60649 *California Assessment of Student Performance and Progress*

60800 *Physical fitness testing*

60810-60812 *Assessment of English language development*

60850-60859 *High school exit examination*

60900 *California Longitudinal Pupil Achievement Data System*

CODE OF REGULATIONS, TITLE 5

850-864 *California Assessment of Student Performance and Progress*

1200-1225 *High School Exit Examination*

UNITED STATES CODE, TITLE 20

9622 National Assessment of Educational Progress

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Key Elements of Testing, May 2004

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Teachers' Use of Student Data Systems to Improve Instruction, 2007

WEB SITES

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

California Department of Education, Testing and Accountability: <http://www.cde.ca.gov/ta>

Smarter Balanced Assessment Consortium: <http://www.smarterbalanced.org>

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

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

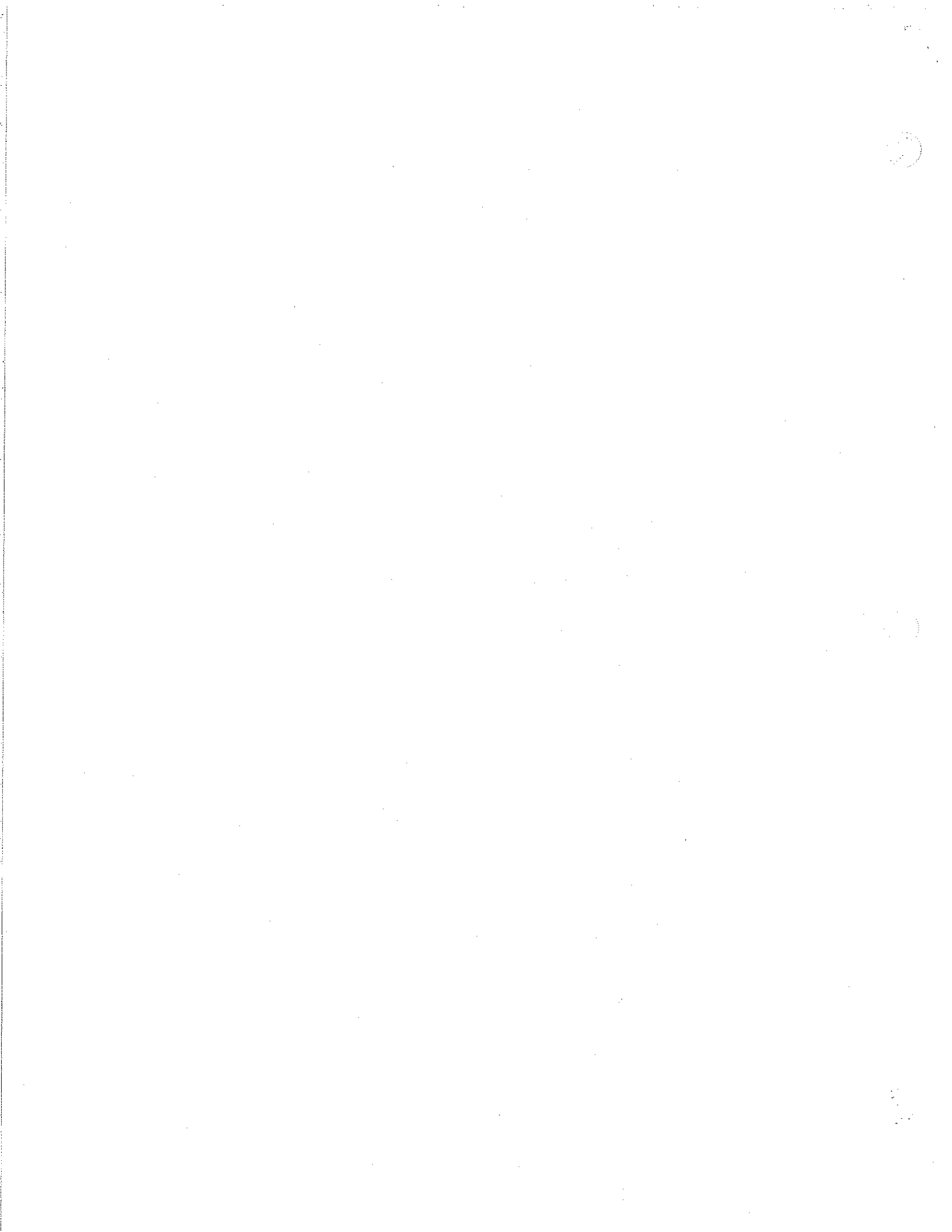
Policy adopted: April 10, 2007

Revised: August 12, 2014

revised: August 9, 2011

Sierraville, California

Loyalton, California



Sierra County/Sierra-Plumas Joint USD

Board Policy

Test Integrity/Test Preparation

Instruction

BP 6162.54(a)

TEST INTEGRITY/TEST PREPARATION

The Governing Board desires to protect the integrity of student assessments in order to obtain accurate and reliable student achievement data and to ensure accountability to the community and state. Staff and students shall maintain a high level of integrity in the completion and handling of student assessments.

(cf. 0500 - Accountability)

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

(cf. 5131 - Conduct)

(cf. 5131.9 - Academic Honesty)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

(cf. 6162.52 - High School Exit Examination)

In administering standardized tests, staff shall not engage in any acts that could result in the invalidation of test results, such as:

1. Providing inappropriate test preparation
2. Modifying test administration procedures, except as allowed by law
3. Providing inappropriate assistance to students during test administration
4. Changing or filling in answers on student answer sheets
5. Providing inaccurate data on student header sheets
6. Discouraging or excluding certain students from taking the test
7. Engaging in any other practice to artificially raise student scores without actually improving underlying student achievement

Appropriate Test Preparation

The Superintendent or designee, principals, and teachers shall not implement any program for the sole purpose of test preparation of students for the statewide assessment system or a particular test used in the statewide assessment system. (Education Code 60611)

The primary preparation for assessments shall be high-quality instruction in the content specified in state and district academic standards. In addition, staff may prepare students for assessments by teaching general test-taking strategies and familiarizing them with item types or the computer-based testing environment used in state assessments.

(cf. 6011 - Academic Standards)

Investigation and Consequences of Testing Irregularities

Reports of cheating on assessments shall be submitted to the Superintendent or designee. The Superintendent or designee shall immediately investigate with due diligence any reports of inappropriate test preparation or other testing irregularities.

Students found to have cheated on assessments shall be subject to disciplinary procedures in accordance with Board policy and administrative regulations.

(cf. 5144 - Discipline)

A staff member found to have committed testing irregularities shall be subject to discipline in accordance with law, applicable collective bargaining agreements, Board policy, and administrative regulations.

(cf. 4117.4 - Dismissal)

(cf. 4118 - Suspension/Disciplinary Action)

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

If the Superintendent or designee is made aware of a testing irregularity on state assessments, he/she shall report the irregularity to the California Department of Education.

Legal Reference:

EDUCATION CODE

60611 *Inappropriate test preparation*

60640-60649 *California Assessment of Student Performance and Progress*

60850-60859 *California High School Exit Examination*

GOVERNMENT CODE

54957 *Complaints against employees, closed session*

CODE OF REGULATIONS, TITLE 5

850-864 *California Assessment of Student Performance and Progress*

1200-1225 *California High School Exit Examination, especially:*

1220 *Cheating on the high school exit examination*

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Guidelines on Academic Preparation for State Assessments, December 2009

WEB SITES:

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

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

Smarter Balanced Assessment Consortium: <http://www.smarterbalanced.org>

Policy

adopted: April 10, 2007

Revised: August 12, 2014

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

Sierra County/Sierra-Plumas Joint USD

Board Policy

Library Media Centers

Instruction

BP 6163.1(a)

LIBRARY MEDIA CENTERS

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)

The Superintendent or designee may, in consultation with teacher librarians, classroom teachers, administrators, parents/guardians, and students as appropriate, develop and regularly update a plan for school libraries that describes the district's goals for school libraries and how funds will be distributed to school sites to support libraries. As appropriate, the plan may also address staffing, facilities, selection and evaluation of materials, the development and maintenance of classroom libraries, prevention of loss or damage of library materials, prioritization of needs, and other related matters. The Superintendent or designee shall ensure that the library plan is aligned with the district's local control and accountability plan and other district and school plans.

(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 or a classified paraprofessional to serve as library aide or library technician. (Education Code 18120, 44868; 5 CCR 80024.6, 80053)

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

The Superintendent or designee may assign teacher librarians or a classified paraprofessional 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 and management of the school and district libraries**

The Board also may appoint classified paraprofessionals to serve as library aides or library technicians. 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

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 may 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 shall 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>*

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

Policy adopted: April 10, 2007

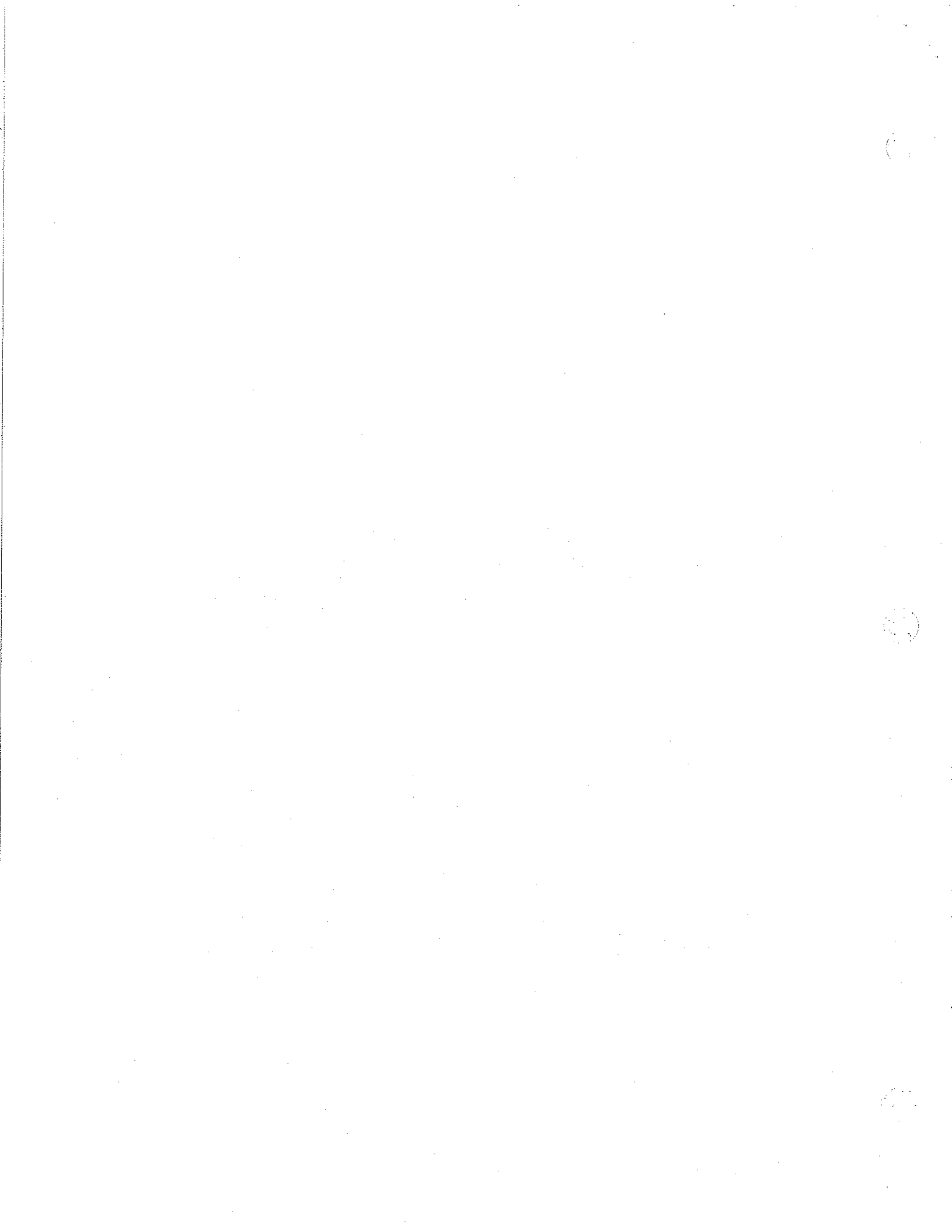
revised: December 9, 2008

revised: October 11, 2011

revised: June 19, 2013

Revised: August 12, 2014

Loyalton , California



Sierra County/Sierra-Plumas Joint USD

Board Policy

Continuation Education

Instruction

BP 6184(a)

CONTINUATION EDUCATION

The Governing Board shall provide a continuation education program as an option for at-risk students who may need a flexible educational environment. The continuation education program shall be designed to meet the educational needs of each student, provide an opportunity for participating students to complete the required course of instruction necessary to graduate from high school, emphasize occupational orientation or a work study schedule, and offer intensive guidance services.

(cf. 6146.1 - High School Graduation Requirements)
(cf. 6146.11 - Alternative Credits Toward Graduation)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6178 - Career Technical Education)
(cf. 6178.1 - Work-Based Learning)

The continuation education program shall be aligned with the goals identified in the district's local control and accountability plan, designed and implemented in collaboration with other high schools within the district, and coordinated with other educational options available to district students.

(cf. 0420.4 - Charter School Authorization)
(cf. 0460 - Local Control and Accountability Plan)
(cf. 6158 - Independent Study)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6181 - Alternative Schools/Programs of Choice)
(cf. 6183 - Home and Hospital Instruction)
(cf. 6185 - Community Day School)
(cf. 6200 - Adult Education)

The Superintendent or designee shall **appoint a director** of continuation education who shall be responsible for the organization and administration of the district's continuation education program and guidance, placement, and follow-up services for participating students. (5 CCR 11000, 11003)

The continuation high school shall be conducted for not less than 175 days during a school year. The Board may maintain continuation classes during the district's regular school hours, during special school hours for these classes established by the Board, or during such hours and for such length of time during the day or evening that adult education classes are maintained. (Education Code 48434; 5 CCR 11004)

(cf. 6111 - School Calendar)
(cf. 6112 - School Day)

Students eligible for continuation education classes shall be age 16 or 17 years at the time of their enrollment and shall not have graduated from high school. (Education Code 48400, 48413)

A student may be involuntarily transferred into a continuation education program in accordance with law and administrative regulation. (Education Code 48432.5)

With the consent of the Superintendent or designee, a student may voluntarily enroll in continuation classes in order to receive special attention such as individualized instruction. (Education Code 48432, 48432.3, 48432.5)

Priority for voluntary enrollment in continuation classes shall be given to students who need credit recovery in order to graduate with their peers and to students who, due to employment, pregnancy, parenting responsibilities, or other circumstances, are unable to attend a comprehensive high school. A student with a disability shall be admitted only if his/her individualized education program specifically states that a continuation high school setting meets his/her needs.

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

(cf. 5147 - Dropout Prevention)

(cf. 5149 - At-Risk Students)

(cf. 6159 - Individualized Education Program)

Enrollment criteria shall be applied consistently throughout the district. (Education Code 48432.3)

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

Students may be enrolled in a regional occupational center or program within the county in lieu of, or in combination with, continuation education. (Education Code 48432)

(cf. 6178.2 - Regional Occupational Center/Program)

Students otherwise subject to compulsory attendance in continuation education classes may be exempted if they meet any of the conditions specified in Education Code 48410 and AR 5112.1 - Exemptions from Attendance.

(cf. 5112.1 - Exemptions from Attendance)

The Superintendent or designee shall regularly evaluate the effectiveness of district continuation education programs and report these evaluation results to the Board. Indicators may include, but not be limited to, disaggregated data on student enrollment, student assessment results, and graduation rates.

(cf. 0500 - Accountability)

(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

46170 *Minimum school day for continuation schools and classes*
 48400-48454 *Compulsory continuation education, especially:*
 48400 *Weekly minimum attendance requirement*
 48402 *Minors not regularly employed*
 48410-48416 *Compulsory continuation education*
 48430-48438 *Continuation classes*
 48450-48454 *Violation*
 48900 *Grounds for suspension and expulsion*
 48900.5 *Student discipline*
 48903 *Limitations on days of suspension*
 51224-51225.3 *Courses of study*
 60850-60856 *High school exit examination*
FAMILY CODE
 7000-7002 *Emancipation of minors law*
 7050 *Purposes for which emancipated minor considered an adult*
CODE OF REGULATIONS, TITLE 5
 11000-11010 *Continuation education*
COURT DECISIONS
Nathan G. v. Clovis Unified School District (2014) Cal.App.5th (No. F065485)

Management Resources:

JOHN W. GARDNER CENTER FOR YOUTH AND THEIR COMMUNITIES PUBLICATIONS

Raising the Bar, Building Capacity: Driving Improvement in California's Continuation High Schools, May 2012

Intake Processes at Continuation High Schools: Shaping School Climate Through Selection and Enrollment Strategies, February 2011

WEB SITES

California Continuation Education Association: <http://www.cceanet.org>

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

John W. Gardner Center for Youth and Their Communities, Stanford School of Education: <http://jgc.stanford.edu>

Policy

adopted: April 10, 2007

Revised: August 12, 2014

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

(1)

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Sierra County/Sierra-Plumas Joint USD

Administrative Regulation

Continuation Education

Instruction

AR 6184(a)

CONTINUATION EDUCATION

Program Components

The district's continuation education program shall include the following components:

1. **Curriculum that prepares students to meet the course requirements for graduation prescribed in Education Code 51224-51225.3 (5 CCR 11004)**

(cf. 6011 - Academic Standards)
(cf. 6143 - Courses of Study)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6162.5 - Student Assessment)
(cf. 6162.51 - State Academic Achievement Tests)
(cf. 6162.52 - High School Exit Examination)
(cf. 6178 - Career Technical Education)

2. **A plan to coordinate instruction and training in the continuation education program with students' parents/guardians, employment, and other agencies (5 CCR 11003)**
3. **Instruction based on individual student needs as determined by counseling and coordination services (5 CCR 11002)**
4. **Personal guidance in matters affecting students' personal, social, and educational adjustment (5 CCR 11001)**

(cf. 6164.2 - Guidance/Counseling Services)

5. **Occupational guidance to prepare students for future employment opportunities (5 CCR 11001)**
6. **Placement in suitable employment whenever students can benefit from such employment, and follow-up visitations at places of employment to determine the effectiveness of the guidance and placement services (5 CCR 11001)**

(cf. 5113.2 - Work Permits)
(cf. 6178.1 - Work-Based Learning)

7. **Regular home contacts and parent conferences when students are not succeeding in the continuation program (5 CCR 11001)**

(cf. 6020 - Parent Involvement)

8. Regular contacts with students enrolled for only four hours per week and all students suspended from continuation education, with the intent of eventually returning them to the full-time continuation education program (5 CCR 11001)
9. **Regular communication with all parents/guardians regarding their child's progress in the educational program**

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

10. **Opportunities for parent/guardian and community involvement in school activities and program planning**

(cf. 1240 - Volunteer Assistance)

11. **Student support services that may include, but are not limited to, academic support services, health services or referrals, child care and development services for the children of enrolled students, and/or prevention and intervention services for alcohol or substance abuse**

(cf. 1020 - Youth Services)

(cf. 5030 - Student Wellness)

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5141.6 - School Health Services)

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

(cf. 5147 - Dropout Prevention)

(cf. 5148 - Child Care and Development)

(cf. 5149 - At-Risk Students)

(cf. 6164.5 - Student Success Teams)

(cf. 6179 - Supplemental Instruction)

12. **Professional development that includes opportunities for teachers to continually improve their instructional and classroom management skills**

(cf. 4131 - Staff Development)

13. **Efforts to ensure school safety and promote a positive school climate**

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3515 - Campus Security)

(cf. 3515.3 - District Police/Security Department)

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5131.4 - Student Disturbances)

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5136 - Gangs)

(cf. 5137 - Positive School Climate)

(cf. 5138 - Conflict Resolution/Peer Mediation)

Involuntary Transfer

A decision to transfer a student involuntarily into continuation education classes shall be based on a finding that the student meets either of the following conditions: (Education Code 48432.5)

1. The student committed an act enumerated in Education Code 48900.

(cf. 5144 - Discipline)

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

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

(cf. 6185 - Community Day School)

2. **The student has been habitually truant or irregular in attendance from instruction he/she is lawfully required to attend.**

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

Involuntary transfer to a continuation school shall be made only when other means fail to bring about student improvement. However, a student may be involuntarily transferred the first time he/she commits an act enumerated in Education Code 48900 if the principal determines that the student's presence causes a danger to persons or property or threatens to disrupt the instructional process. (Education Code 48432.5)

Prior to an involuntary transfer, the student and parent/guardian shall be given written notice that they may request a meeting with the Superintendent or designee. (Education Code 48432.5)

(cf. 5145.6 - Parental Notifications)

At the meeting, the student or parent/guardian shall be informed of the specific facts and reasons for the proposed transfer. The student or parent/guardian shall have the opportunity to inspect all documents relied upon, question any evidence and witnesses presented, and present evidence on the student's behalf. The student may designate one or more representatives and witnesses to be present with him/her at the meeting. (Education Code 48432.5)

A written decision to transfer, stating the facts and reasons for the decision, shall be sent to the student and parent/guardian. It shall indicate whether the decision is subject to periodic review and the procedure for such review. (Education Code 48432.5)

The persons making the final decision for involuntary transfer shall not be members of the staff of the school in which the student is enrolled at the time. (Education Code 48432.5)

No involuntary transfer to a continuation school shall extend beyond the end of the semester following the semester when the acts leading to the involuntary transfer occurred. (Education Code 48432.5)

Voluntary Enrollment

As space permits, students who meet the eligibility criteria specified in Board policy may voluntarily enroll in a continuation school. A student may be considered for placement in

the continuation school whenever his/her parent/guardian submits a written request to the Superintendent or designee or the student is referred by a counselor or school administrator.

Approval of a student's voluntary transfer shall be based on a finding that the placement will promote the educational interests of the student. (Education Code 48432.3)

Voluntary enrollment shall be subject to the following conditions: (Education Code 48432.3, 48432.5)

1. A student's voluntary placement in continuation education shall not be used as an alternative to expulsion unless alternative means of correction have been attempted pursuant to Education Code 48900.5.
2. The district shall strive to ensure that no specific group of students, including a group based on race, ethnicity, language status, or special needs, is disproportionately enrolled in continuation education within the district.

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

3. A copy of this administrative regulation and accompanying Board policy shall be provided to a student whose voluntary transfer to a continuation school is under consideration and to his/her parent/guardian.
4. Before a student is transferred and upon request by his/her parent/guardian, the parent/guardian may meet with a counselor, principal, or administrator from both the school that the student is currently attending and the continuation school to determine if transferring is the best option for the student.
5. To the extent possible, voluntary transfer to a continuation school shall occur within the first four weeks of each semester.
6. A student who is voluntarily enrolled in continuation education may return to the regular high school at the beginning of the following school year, or at any other time with the consent of the Superintendent or designee.

Intake and Orientation

Upon voluntary or involuntary transfer to a continuation education program, an intake meeting shall be conducted with each student and his/her parent/guardian. At this meeting, the principal or counselor shall provide information about each course and number of credits that the student needs to complete in order to graduate and shall develop an individualized academic plan for the student. The student, and his/her parent/guardian as appropriate, shall sign a contract indicating their commitment to these objectives.

In addition, at the beginning of each school year, the district coordinator for continuation education, school counselor(s), or other designee(s) shall provide an orientation session for all incoming students and their parents/guardians in order to help them understand the

credit recovery process and establish expectations for student conduct and participation. As appropriate, extended orientation sessions may be provided to assist students in developing academic, social, communication, anger management, or other skills necessary to success in school.

Minimum Attendance Requirement

In continuation high schools and classes, a day of attendance shall be at least 180 minutes. (Education Code 46170)

Each student shall attend classes for not less than 15 hours per week. However, if a student gives satisfactory proof of regular employment, he/she may attend classes for not less than four hours per week for the regular school term. These requirements may be met by any combination of attendance in a continuation education class and/or regional occupational center or program. (Education Code 46170, 48402, 48400)

Leaves of Absence

A student enrolled in compulsory continuation education classes may take a leave of absence for up to two semesters for the purpose of supervised travel, study, training, or work in accordance with law, Board policy, and administrative regulation. (Education Code 48416)

(cf. 5112.3 - Student Leave of Absence)

Reenrollment

Any person age 16 or 17 years who **terminated his/her enrollment in continuation** school after obtaining a certificate of proficiency may reenroll in the district **once** without prejudice. If the student leaves a second time, the Superintendent or designee may deny reenrollment until the beginning of the next semester. (Education Code 48414)

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

Policy

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