

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

April 11, 2017

6:00 pm REGULAR SESSION

Downieville School, 130 School St., Downieville, CA 95936

This meeting will be available for videoconferencing at Sierra County Office of Education, 109 Beckwith Rd., Loyalton, CA 96118

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

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

*Public inspection of agenda documents that are distributed to the Board less than 72 hours before the meeting, will be made available at the Sierra County Board of Education, 109 Beckwith Road, Room 3, Loyalton, CA, 96118, and posted with the online agenda at <http://www.sierracountyofficeofeducation.org> (Government Code 54957.5)*

A. CALL TO ORDER

(Please be advised that this meeting will be recorded.)

B. ROLL CALL

C. FLAG SALUTE

D. APPROVAL OF THE AGENDA

E. INFORMATION/DISCUSSION ITEMS

1. Superintendent's Report

- a. 2017-18 SELPA Director and Staff Reorganization
- b. Unpaid Leave of Absence request from Elizabeth Elorza, August-November 2017, for purpose of student teaching; instructional aide 4.25 hours daily (\*\*under separate cover)
- c. Local Control Accountability Plan Stakeholder Meeting Dates:
  - Loyalton Elementary School – May 2, 2017
  - Downieville Schools – May 10, 2017
  - Loyalton High School – May 16, 2017

2. Business Report

- a. Account Object Summary-Balance from 07/01/16 to 03/31/17\*\*
- b. Positive Certification Letter from California Department of Education\*\*

3. Staff Reports (5 minutes)

4. SPTA Report (5 minutes)

5. Board Members' Report (5 minutes)

6. Public Comment – This is an opportunity for members of the public to directly address the governing board on any item of interest that is within the subject matter jurisdiction of the governing board whether or not it is listed on the agenda. Five minutes may be allotted to each speaker and a maximum of twenty minutes to each subject matter. (Education Code 35145.5; Bylaw 9322; Government Code 54954.3)

- a. Current location
- b. Videoconference location

F. CONSENT CALENDAR

1. Approval of Minutes of the Regular Board meeting held March 14, 2017\*\*
2. Approval of Board Report – Checks Dated 3/01/17 through 3/31/17\*\*
3. Approval of Quarterly Report on Williams Uniform Complaints for quarter ending March 31, 2017. It is required per Education Code 35186 section (d) that a school district shall report summarized data on the nature and resolution of all complaints on a quarterly basis to the county superintendent of schools and the governing board of the school district. No complaints regarding textbooks and instructional materials, teacher

vacancy or misassignment or conditions of facilities were filed with Sierra County Office of Education during the quarter ending 3/31/2017.

G. ACTION ITEMS

1. New Business

- 1617-88 **Discussion and Public Hearing** on 2017-2018 Shortened Instructional Days (School Days)
- 1617-89 Approval of 2017-2018 Shortened Instructional Days (Grant)
- 1617-90 Approval of 2017-2018 School Calendar\*\* (Grant)
- 1617-91 Adoption of Resolution No. 16-07, Changing Office of Public Construction Authorized Signatory\*\* (Grant)


APPROVAL OF BOARD POLICIES AND ADMINISTRATIVE REGULATIONS (President)

- 1617-92 Board Policy 0460, Local Control and Accountability Plan\*\*
- 1617-93 Board Policy and Administrative Regulation 3260, Fees and Charges\*\*
- 1617-94 Exhibit 4112.9/4212.9/4312.9, Employee Notifications\*\*
- 1617-95 Board Policy 5111, Admission\*\*
- 1617-96 Board Policy 5111.1, District Residency\*\*
- 1617-97 Board Policy and Administrative Regulation 5113, Absences and Excuses\*\*
- 1617-98 Board Policy and Administrative Regulation 5141.52, Suicide Prevention\*\* (New)

H. ADVANCED PLANNING

- 1. Next Regular Board Meeting will be held on May 9, 2017, at Sierra County Office of Education, 109 Beckwith Rd., Loyalton, CA 96118, beginning with Closed Session, as needed, at 5 pm and the Regular Board Meeting at 6:00 pm
- 2. Suggested Agenda Items
  - a. \_\_\_\_\_

I. ADJOURN

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

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

Balances through March						Fiscal Year 2016/17
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
<b>Fund 01 - Gen Fund</b>						
1100	Teachers Salaries	239,007.00	250,623.00	66,745.11	176,201.04	7,676.85
1120	Certificated Substitutes		1,200.00		4,540.00	3,340.00-
1200	Certificated Pupil Support Ser	63,839.00	60,613.00	18,174.33	42,458.77	20.10-
1300	Certificated Supervisor Admini	170,833.00	176,531.00	42,987.33	131,115.54	2,428.13
1310	Teacher in Charge				1,000.00	1,000.00-
	<b>Total for Object 1000</b>	<b>473,679.00</b>	<b>488,967.00</b>	<b>127,906.77</b>	<b>355,315.35</b>	<b>5,744.88</b>
2100	Instructional Aides' Salaries	91,496.00	94,976.00	26,043.27	63,771.04	5,161.69
2105	Per Diem - Same Day Travel		51.00		51.00	.00
2120	Classified Substitutes				172.71	172.71-
2200	Classified Support Salaries	22,358.00	15,850.00	3,180.09	8,290.54	4,379.37
2300	Classified Supervisors' Admini	101,356.00	89,925.00	22,494.68	78,847.21	11,416.89-
2400	Clerical Technical Office Staf	131,117.00	131,117.00	33,533.17	98,124.71	540.88-
2900	Other Classified Salaries	13,638.00	12,099.00		6,967.39	5,131.61
	<b>Total for Object 2000</b>	<b>359,965.00</b>	<b>344,018.00</b>	<b>85,251.21</b>	<b>256,224.60</b>	<b>2,542.19</b>
3101	STRS Certificated Positions	59,287.00	86,923.00	15,920.82	43,985.08	27,017.10
3102	STRS Classified Positions	1,650.00	1,715.00	169.44	741.31	804.25
3201	PERS Certificated Positions				40.27	40.27-
3202	PERS Classified Positions	59,611.00	56,439.00	13,090.34	42,660.70	687.96
3301	OASDI Certificated Positions		74.00		42.78	31.22
3302	OASDI Classified Positions	21,633.00	20,535.00	5,028.33	15,108.90	397.77
3311	Medicare Certificated Position	6,234.00	6,216.00	1,687.35	4,715.05	186.40-
3312	Medicare Classified Positions	5,157.00	4,901.00	1,195.49	3,623.82	81.69
3401	Health & Welfare Benefits Cert	94,367.00	99,658.00	27,374.37	68,828.63	3,455.00
3402	Health & Welfare Benefits Clas	59,571.00	77,330.00	20,521.61	52,383.89	4,424.50
3501	SUI Certificated	329.00	234.00	63.96	177.82	7.78-
3502	SUI Classified	249.00	176.00	42.62	125.49	7.89
3601	Workers' Compensation Certific	881.00	15,907.00	4,318.47	12,067.20	478.67-
3602	Workers' Compensation Classifi	1,590.00	11,997.00	3,059.57	10,114.08	1,176.65-
3902	Golden Handshake-Class	6,920.00	27,682.00		13,840.50	13,841.50
	<b>Total for Object 3000</b>	<b>317,479.00</b>	<b>409,787.00</b>	<b>92,472.37</b>	<b>268,455.52</b>	<b>48,859.11</b>
4100	Approved Textbooks Core Curric	410.00	2,237.00			2,237.00
4200	Library and Reference Material	444.00				.00
4300	Materials and Supplies	23,277.00	46,325.00	4,542.72	15,824.31	25,957.97
4320	Custodial Grounds Supplies	2,972.00	500.00			500.00
4330	Office Supplies	1,000.00	1,000.00	191.49	894.93	86.42-

Balances through March						Fiscal Year 2016/17
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
<b>Fund 01 - Gen Fund (continued)</b>						
4350	Vehicle Upkeep	5,500.00	5,500.00	1,895.21	409.49	3,195.30
4400	Noncapitalized Equipment	9,561.00	22,765.00	662.44	15,951.62	6,150.94
	<b>Total for Object 4000</b>	<b>43,164.00</b>	<b>78,327.00</b>	<b>7,291.86</b>	<b>33,080.35</b>	<b>37,954.79</b>
5100	Subagreements for Services	42,000.00	91,000.00	23,706.90	20,177.30	47,115.80
5200	Travel and Conference	23,280.00	27,624.00	43,918.08	14,127.05	30,421.13-
5300	Dues and Membership	18,370.00	19,083.00	183.75	10,396.75	8,502.50
5400	Insurance	9,300.00	9,300.00		8,191.00	1,109.00
5500	Operation Housekeeping Service	9,200.00	9,200.00	965.73	6,253.56	1,980.71
5600	Rentals, Leases, Repairs, Nonc	2,600.00	3,100.00	593.35	538.96	1,967.69
5801	Legal Services	25,500.00	20,500.00	1,000.00		19,500.00
5803	Legal Publications	500.00	500.00			500.00
5805	Personnel Expense	613.00	613.00	100.00	71.15	441.85
5806	Negotiations	1,000.00	1,000.00			1,000.00
5808	Other Services & Fees	1,500.00	1,500.00	580.93	919.07	.00
5810	Contracted Services	444,507.00	483,873.00	111,294.41	273,842.89	98,735.70
5899	SPJUSD to Reimburse			3,720.69	1,951.74	5,672.43-
5900	Communications	1,600.00	1,900.00		894.89	1,005.11
	<b>Total for Object 5000</b>	<b>579,970.00</b>	<b>669,193.00</b>	<b>186,063.84</b>	<b>337,364.36</b>	<b>145,764.80</b>
6200	Building and Improvement of Bu	30,032.00	64,032.00			64,032.00
6400	Equipment	30,300.00	20,000.00			20,000.00
	<b>Total for Object 6000</b>	<b>60,332.00</b>	<b>84,032.00</b>	<b>.00</b>	<b>.00</b>	<b>84,032.00</b>
7141	Tuition, excess cost etc betwe	27,582.00	24,428.00			24,428.00
7299	All Other Transfers Out				20,000.00	20,000.00-
7310	Direct Support/Indirect Costs					.00
	<b>Total for Object 7000</b>	<b>27,582.00</b>	<b>24,428.00</b>	<b>.00</b>	<b>20,000.00</b>	<b>4,428.00</b>
	<b>Total for Fund 01 and Expense accounts</b>	<b>1,862,171.00</b>	<b>2,098,752.00</b>	<b>498,986.05</b>	<b>1,270,440.18</b>	<b>329,325.77</b>
<b>Fund 16 - FOREST RES</b>						
7211	Transfers of Pass-through Rev	80,000.00	80,000.00		86,209.41	6,209.41-
7619	Other Authorized Interfund Tra	13,360.00	13,360.00		15,213.42	1,853.42-
	<b>Total for Fund 16, Expense accounts and Object 7000</b>	<b>93,360.00</b>	<b>93,360.00</b>	<b>.00</b>	<b>101,422.83</b>	<b>8,062.83-</b>
	<b>Total for Org 001 - Sierra County Office of Education</b>	<b>1,955,531.00</b>	<b>2,192,112.00</b>	<b>498,986.05</b>	<b>1,371,863.01</b>	<b>321,262.94</b>

MINUTES OF THE REGULAR MEEETING OF THE  
SIERRA COUNTY BOARD OF EDUCATION  
March 14, 2017  
Sierra County Office of Education, 109 Beckwith Rd., Loyalton, CA 96118  
6 pm for Regular Session

A. CALL TO ORDER

President SHARON DRYDEN called the meeting to order at 6:05 pm.

B. ROLL CALL

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

ABSENT: None

C. APPROVAL OF THE AGENDA

HALL/WRIGHT

5/0

D. FLAG SALUTE

E. INFORMATION/DISCUSSION ITEMS

1. Superintendent's Report
  - a. Letter of Retirement from Marlene Mongolo, SELPA Director; Testing Coordinator
  - b. Submitting California Department of Education J-13 Report for 2016-2017 school closures  
The SCOE J-13 includes ALL school site closures because special education encompasses all campuses.
  - c. SUMS (Scale Up Multi-Tiered System of Support) Initiative Update-Orange Co received a multimillion dollar grant to support RTI, SST, Special Education Interface, coordinating services at the site level providing MTSS at each school for 17-18. Our benefit should be about \$15,000 for all sites.
  - d. California Collaborative for Educational Excellence/Early Adopter Network – oversight for school districts who are struggling with their LCFF. CSR will receive specific training regarding the accountability dashboard and training.
2. Business Report
  - a. Account Object Summary-Balance from 07/01/16 to 2/28/17  
DRISCOLL asked for explanation for Foster Youth funding/travel and conference.
3. Staff Reports (5 minutes)

Dr. Grant reported on the current responsibilities of Marlene Mongolo, the SELPA Director/Testing Coordinator/Teacher. Caseload: District Wide: 44 students with IEPs. Marlene sees 15 students per day: some are fully included; some are Sierra Pass. Every Friday four or five students are attended to at Downieville School. District Wide, six students are speech only; one is a resource student. We have had more severe kids than in the past. A one-on-one aid is employed at Loyalton Elementary.  
Extended Year School for Special Education students only is on the schedule for this summer.

4. SPTA Report (5 minutes) - None
5. Board Members' Report (5 minutes) - None
6. Public Comment –  
Current location - Megan Meschery – Sierra Schools Foundation Chairperson, announced that SSF will present a community viewing of "Screenagers." Sierra County Sheriff's Department will address legal and illegal use of cell phones, and consequences, as well as cyberbullying. See Flyer attached. On March 30 at LES. At Downieville School possibly April 10- TBD.  
Videoconference location – Downieville attendees: "Congratulations to Marlene!"

F. CONSENT CALENDAR

1. Approval of minutes of the Regular Board meeting held February 14, 2017  
MOORE/HALL  
5/0
2. Approval of Board Report – Checks Dated 2/1/17 through 2/28/17  
MOORE/ HALL  
DRYDEN inquired as to the identity of funding for counseling services. It was brought to the attention of the board that the funding resource is Foster Youth.  
5/0

G. ACTION ITEMS

1. New Business
- 1617-78 Approval of Recommendation and Authorization to hire Nona Griesert, Business Manager  
MOORE/DRISCOLL  
5/0
- 1617-79 First Reading of 2017-2018 School Calendar  
Board will review and Final Draft will be brought back in April.
- 1617-80 Discussion: Dr. Grant brought the idea of Early Release Mondays for Professional Staff Development for 2017-2018.  
Providing an extra block of time per week will allow teachers to focus solely on the new curricula. MOORE recommends that the community is soon introduced to this process to ensure parents, guardians and concerned others are well informed.  
PLC's were somewhat disjointed only having them once a month. Break down of instructional minutes will be provided to the board next month.  
DRYDEN appreciates the Curriculum Coordinator's leadership and support to assist teachers' changing the way of teaching.
- 1617-81 DRYDEN requested that a representative from each site attend the Active Threat Response and Emergency Planning. Ms. Ceresola is already scheduled to attend.
- 1617-82 Approval of Safe Schools Plan (Grant)  
MOORE/HALL  
5/0

- 1617-83 Approval of 2016-2017 Second Interim Actuals as of January 31, 2017  
DRISCOLL/WRIGHT  
5/0

BOARD POLICIES AND ADMINISTRATIVE REGULATIONS

- 1617-84 Approval of Board Policy and Administrative Regulation 3311, Bids, revision  
MOORE/HALL  
5/0
- 1617-85 Approval of Administrative Regulation 3311.2, Lease-Leaseback Contracts, New  
MOORE/HALL  
5/0
- 1617-86 Approval of Administrative Regulation 3311.3, Design-Build Contracts, New  
MOORE/HALL  
5/0
- 1617-87 Approval of Administrative Regulation 3311.4, Procurement of Technological Equipment, New  
MOORE/HALL  
5/0

H. ADVANCED PLANNING

1. Next Regular Board Meeting will be held on April 11, 2017, at Downieville School, 130 School St., Downieville, CA 95936, beginning with Closed Session, as needed, at 5 pm and the Regular Board Meeting at 6:00 pm
2. Suggested Agenda Items
  - a. Short School Days
  - b. Calendar

- I. ADJOURN at 7:05 pm.  
DRISCOLL/HALL  
5/0

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Allen Wright, Clerk

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

# Sierra County/Sierra-Plumas Joint USD

## Board Policy

Philosophy, Goals, Objectives, and Comprehensive Plans

BP 0460

### LOCAL CONTROL AND ACCOUNTABILITY PLAN

Note: The following policy is optional. Education Code 52060-52077 require the Governing Board to adopt and annually update, on or before July 1, a local control and accountability plan (LCAP). Pursuant to Education Code 52060, the LCAP must include goals and actions aligned with eight state priorities related to (1) the degree to which teachers are appropriately assigned and fully credentialed, students have sufficient access to standards-based instructional materials, and facilities are maintained in good repair; (2) implementation of and student access to state academic content and performance standards; (3) parent/guardian involvement; (4) student achievement; (5) student engagement; (6) school climate; (7) student access to and enrollment in a broad course of study, including programs and services provided to benefit low-income students, English learners, and/or foster youth (i.e., "unduplicated students" for purposes of the local control funding formula); and (8) student outcomes in the specified course of study. Education Code 52060 provides that, in addition to addressing the state priorities in the LCAP, the district may establish and address local priorities. Examples include priorities for student wellness and other conditions of children, professional development, community involvement, and effective governance and leadership. See the accompanying administrative regulation for further information about the required content of the LCAP.

The LCAP is a key component of the state accountability system. Pursuant to Education Code 52064.5, the State Board of Education (SBE) has adopted evaluation rubrics (called the "California School Dashboard") which will assist districts in evaluating their progress toward the goals in their LCAP. Under the flexibility provided by the federal Every Student Succeeds Act (ESSA) (P.L. 114-95), California has begun to streamline local, state, and federal requirements into a single, coherent system for planning, accountability, and school improvement and support.

The Governing Board desires to ensure the most effective use of available funding to improve outcomes for all students. A community-based, comprehensive, data-driven planning process shall be used to identify annual goals and specific actions and to facilitate continuous improvement of county/district practices.

*(cf. 0000 - Vision)*

*(cf. 0200 - Goals for the School District)*

Note: A template for the LCAP and related requirements are contained in 5 CCR 15494-15497.5. According to California Department of Education (CDE) correspondence dated January 18, 2017, for the 2017-18 school year, districts scheduled for Federal Program Monitoring and/or applying for Title III funds must also complete an LCAP Addendum that was developed by the CDE to ensure alignment of local, state, and federal planning efforts. Districts may use an electronic template, accessible on the CDE's web site, to create their LCAP.

The Board shall adopt a county/districtwide local control and accountability plan (LCAP), following the template provided in 5 CCR 15497.5, that addresses the state priorities in Education Code 52060 and any local priorities adopted by the Board. The LCAP shall be updated on or before July 1 of each year and, like the district budget, shall cover the next fiscal year and subsequent two fiscal years. (Education Code 52060; 5 CCR 15497.5)



*(cf. 3100 - Budget)*

The LCAP shall focus on improving outcomes for all students, particularly those who are "unduplicated students" and other underperforming students.

*Unduplicated students* include students who are eligible for free or reduced-price meals,

English learners, and foster youth and are counted only once for purposes of the local control funding formula. (Education Code 42238.02)

*(cf. 3553 - Free and Reduced Price Meals)*

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

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

Note: Education Code 52062 requires the district to ensure that the specific actions included in the LCAP are consistent with strategies in the single plan for student achievement (SPSA) submitted by each school pursuant to Education Code 64001; see BP/AR 0420 - School Plans/Site Councils for SPSA requirements. In addition, the LCAP template in 5 CCR 15497.5 allows for the LCAP to be supplemented with information contained in other plans, including the Title I local educational agency plan required by 20 USC 6312 (see BP/AR 6171 - Title I Programs).

The Superintendent or designee shall review the single plan for student achievement (SPSA) submitted by each district school pursuant to Education Code 64001 to ensure that the specific actions included in the LCAP are consistent with strategies included in the SPSA. (Education Code 52062)

*(cf. 0420 - School Plans/Site Councils)*

The LCAP shall also be aligned with other district and school plans to the extent possible in order to minimize duplication of effort and provide clear direction for program implementation.

*(cf. 0400 - Comprehensive Plans)*

*(cf. 0440 - District Technology Plan)*

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 5030 - Student Wellness)*

*(cf. 6171 - Title I Programs)*

*(cf. 7110 - Facilities Master Plan)*

Any complaint that the county/district has not complied with legal requirements pertaining to the LCAP may be filed pursuant to AR 1312.3 - Uniform Complaint Procedures. (Education Code 52075)

*(cf. 1312.3 - Uniform Complaint Procedures)*

## **Plan Development**

The Superintendent or designee shall gather data and information needed for effective and meaningful plan development and present it to the Board and community. Such data and information shall include, but not be limited to, data regarding the ~~numbers~~number of students in ~~various~~ student subgroups, disaggregated data on student achievement levels, and information about current programs and expenditures.

Note: Education Code 52060 requires consultation on plan development with all of the groups listed below. The Board may delegate responsibility for arranging meetings and other input opportunities to the Superintendent or designee.

5 CCR 15495 defines what it means to consult with students, including unduplicated students and other numerically significant student subgroups, and gives examples of methods that may be used for this consultation. Pursuant to Education Code 52052, a numerically significant subgroup includes ethnic subgroups, students with disabilities, socioeconomically disadvantaged students, English learners, foster youth, and homeless students, when there are at least 30 students in the subgroup (or 15 foster youth or homeless students) in the school or district. For schools or districts with 11-99 students, numerically significant student subgroups are defined by the Superintendent of Public Instruction (SPI) with approval of the SBE.

State regulations do not provide examples of consultation with groups other than students, but consultations might include the establishment of an advisory committee consisting of representatives of all the specified groups, solicitation of feedback from the groups after a draft plan is available, discussion of the LCAP at staff meetings, and communication with parent organizations, student councils, school site councils, or other established committees or organizations.

The Board shall consult with teachers, principals, administrators, other school personnel, employee bargaining units, parents/guardians, and students in developing the LCAP. Consultation with students shall enable unduplicated students and other numerically significant student subgroups to review and comment on LCAP development and may include surveys of students, student forums, student advisory committees, and/or meetings with student government bodies or other groups representing students. (Education Code 52060; 5 CCR 15495)

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 4140/4240/4340 - Bargaining Units)*

*(cf. 6020 - Parent Involvement)*

## **Public Review and Input**

Note: Pursuant to Education Code 52063 and 5 CCR 15495, the Board is required to establish a parent advisory committee that is composed of a majority of parents/guardians and includes at least one parent/guardian of an unduplicated student. In addition, if district enrollment includes at least 15 percent English learners, with at least 50 students who are English learners, the Board is required to establish an English learner parent advisory committee which, pursuant to 5 CCR 15495 as amended, must include a majority of parents/guardians of English learners. The district may use existing parent advisory committees for these purposes if the committee composition complies with Education Code 52063 and 5 CCR 15495. However, the district should consider whether such opportunities need to be expanded to achieve significant levels of stakeholder involvement in the planning process as intended by the law.

The Board shall establish a parent advisory committee to review and comment on the LCAP. The committee shall be composed of a majority of parents/guardians and shall include at least one parent/guardian of an unduplicated student as defined above. (Education Code 52063; 5 CCR 15495)

Whenever district enrollment includes at least 15 percent English learners, with at least 50 students who are English learners, the Board shall establish an English learner parent advisory committee composed of a majority of parents/guardians of English learners. (Education Code 52063; 5 CCR 15495)

The Superintendent or designee shall present the LCAP to the committee(s) before it is submitted to the Board for adoption, and shall respond in writing to comments received from the committee(s). (Education Code 52062)

Note: Education Code 52062 requires notification to the public of the opportunity to submit written comments on the proposed LCAP, including notification in the primary language of parents/guardians when required by Education Code 48985. Pursuant to Education Code 48985, whenever 15 percent or more of the students in a school speak a single primary language other than English, notifications sent to parents/guardians of such students must be written in the primary language as well as in English; see BP 5145.6 - Parental Notifications.

The Superintendent or designee shall notify members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the LCAP. The notification shall be provided using the most efficient method of notification possible, which may not necessarily include producing printed notices or sending notices by mail. All written notifications related to the LCAP shall be provided in the primary language of parents/guardians when required by Education Code 48985. (Education Code 52062)

*(cf. 5145.6 - Parental Notifications)*

Note: Pursuant to Education Code 305, as amended by Proposition 58 (November 2016) and effective July 1, 2017, the LCAP parent and community engagement process must include solicitation of input as described in the following paragraph. Also see BP/AR 6174 - Education for English Language Learners for further information regarding the types of language acquisition programs that may be offered to students.

As part of the parent and community engagement process, the district shall solicit input on effective and appropriate instructional methods, including, but not limited to, establishing language acquisition programs to enable all students, including English learners and native English speakers, to have access to the core academic content standards and to become proficient in English. (Education Code 305-306)

Note: Pursuant to Education Code 42127, the Board cannot adopt a district budget until the LCAP is in place for the budget year; see BP 3100 - Budget. The budget must include the expenditures necessary to implement the plan that will be effective during the subsequent fiscal year. If it does not, the County Superintendent of Schools will disapprove the district's budget.

The Board shall hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the LCAP. The public hearing shall be held at the same meeting as the budget hearing required pursuant to Education Code 42127 and AR 3100 - Budget. (Education Code 42127, 52062)

*(cf. 9320 - Meetings and Notices)*

### **Adoption of the Plan**

The Board shall adopt the LCAP prior to adopting the county/district budget, but at the same public meeting. This meeting shall be held after the public hearing described above, but not on the same day as the hearing.

The Board may adopt revisions to the LCAP at any time during the period in which the plan is in effect, provided the Board follows the process to adopt the LCAP pursuant to Education Code 52062 and the revisions are adopted in a public meeting. (Education Code 52062)

### **Submission of Plan to County Superintendent of Schools**

Note: Education Code 52070 requires the district to submit the LCAP to the County Superintendent. The County Superintendent may seek written clarification of the contents of the plan and may submit recommendations for amendments as provided below. He/she is required to approve the LCAP on or before October 8 if he/she determines that (1) the LCAP adheres to the template in 5 CCR 15497.5; (2) the district budget includes expenditures sufficient to implement the specific actions in the LCAP; and (3) the LCAP adheres to supplemental and concentration grant expenditure requirements specified in Education Code 42238.07 for unduplicated students. In determining whether the district has fully demonstrated that it will use supplemental and concentration funds to increase or improve services for unduplicated students, 5 CCR 15497 requires the County Superintendent to review any descriptions of districtwide or schoolwide services provided.

Not later than five days after adoption of the LCAP, the Board shall file the LCAP with the County Superintendent of Schools. (Education Code 52070)

If the County Superintendent sends, by August 15, a written request for clarification of the contents of the LCAP, the Board shall respond in writing within 15 days of the request. If the County Superintendent then submits recommendations for amendments to the LCAP within 15 days of receiving the Board's response, the Board shall consider those recommendations in a public meeting within 15 days of receiving the recommendations. (Education Code 52070)

### **Monitoring Progress**

Note: The following **optional** paragraph may be revised to reflect the district's timeline for reviewing evaluations of the progress and effectiveness of strategies included in the LCAP. Such reports should be provided to the Board in sufficient time to allow for any necessary changes in the annual update to the LCAP by July 1 of each year, as required by Education Code 52060-52061. The California School Dashboard provides a tool to assist in evaluation of district and school performance and includes all of the state priorities for the LCAP described in Education Code 52060.

The Superintendent or designee shall report to the Board, at least annually in accordance with the timeline and indicators established by him/her and the Board, regarding the County/District's progress toward attaining each goal identified in the LCAP. Evaluation shall include, but not be limited to, an assessment of district and school performance based on evaluation rubrics adopted by the State Board of Education pursuant to Education Code 52064.5. Evaluation data shall be used to recommend any necessary revisions to the LCAP.

*(cf. 0500 - Accountability)*

### **Technical Assistance/Intervention**

Note: Pursuant to Education Code 52071, the Board may, at its discretion and at the district's expense, request technical assistance as described in items #1-3 below. In addition, the County Superintendent is required to provide such technical assistance whenever he/she does not approve the district's LCAP and/or

the district fails to improve student achievement across more than one state priority described in Education Code 52060, as determined using the SBE evaluation rubric.

When it is in the best interest of the County/District, the Board may submit a request to the County Superintendent for technical assistance, including, but not limited to: (Education Code 52071)

1. Assistance in the identification of county/district strengths and weaknesses in regard to state priorities and review of effective, evidence-based programs that apply to the County/District's goals
2. Assistance from an academic expert, team of academic experts, or another county/district in the county in identifying and implementing effective programs to improve the outcomes for student subgroups
3. Advice and assistance from the California Collaborative for Educational Excellence established pursuant to Education Code 52074

In the event that the County Superintendent requires the county/district to receive technical assistance pursuant to Education Code 52071, the Board shall review all recommendations received from the County Superintendent or other advisor and shall consider revisions to the LCAP as appropriate in accordance with the process specified in Education Code 52062.

Note: Education Code 52072 provides that the SPI, with approval of the SBE, may intervene when a district meets both of the following criteria: (1) the district did not improve the outcomes for three or more student subgroups identified pursuant to Education Code 52052, or all of the student subgroups if the district has fewer than three subgroups, in regard to more than one state or local priority in three out of four consecutive school years; and (2) the California Collaborative for Educational Excellence (CCEE) has provided advice and assistance to the district and submits a finding that the district failed or is unable to implement the CCEE's recommendations or that the district's inadequate performance is so persistent or acute as to require intervention. For any district identified as needing intervention, the SPI or an academic trustee appointed by the SPI may, with approval of the SBE, take one or more of the actions listed in items #1-3 below.

If the Superintendent of Public Instruction (SPI) identifies the county/district as needing intervention pursuant to Education Code 52072, the county/district shall cooperate with any action taken by the SPI or any academic advisor appointed by the SPI, which may include one or more of the following:

1. Revision of the County/District's LCAP
2. Revision of the County/District's budget in accordance with changes in the LCAP
3. A determination to stay or rescind any county/district action that would prevent the county/district from improving outcomes for all student subgroups, provided that action is not required by a collective bargaining agreement

*Legal Reference:*

EDUCATION CODE

305-306 *English language education*

17002 *State School Building Lease-Purchase Law, including definition of good repair*

33430-33436 *Learning Communities for School Success Program; grants for LCAP implementation*

41020 *Audits*

42127 *Public hearing on budget adoption*  
 42238.01-42238.07 *Local control funding formula*  
 44258.9 *County superintendent review of teacher assignment*  
 48985 *Parental notices in languages other than English*  
 51210 *Course of study for grades 1-6*  
 51220 *Course of study for grades 7-12*  
 52052 *Academic Performance Index; numerically significant student subgroups*  
 52060-52077 *Local control and accountability plan*  
 52302 *Regional occupational centers and programs*  
 52372.5 *Linked learning pilot program*  
 54692 *Partnership academies*  
 60119 *Sufficiency of textbooks and instructional materials; hearing and resolution*  
 60605.8 *California Assessment of Academic Achievement; Academic Content Standards Commission*  
 60811.3 *Assessment of language development*  
 64001 *Single plan for student achievement*  
 99300-99301 *Early Assessment Program*  
CODE OF REGULATIONS, TITLE 5  
 15494-15497.5 *Local control and accountability plan and spending requirements*  
UNITED STATES CODE, TITLE 20  
 6312 *Local educational agency plan*  
 6826 *Title III funds, local plans*

*Management Resources:*

CSBA PUBLICATIONS

*Promising Practices for Developing and Implementing LCAPs, Governance Brief, November 2016*

*LCFF Rubrics, Issue 1: What Boards Need to Know About the New Rubrics, Governance Brief, rev. October 2016*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*California School Accounting Manual*

*Every Student Succeeds Act - Update #6, January 18, 2017*

*LCFF Frequently Asked Questions*

WEB SITES

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

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

Policy

adopted: December 10, 2013

revised: May 12, 2015

revised: April 11, 2017

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

SIERRA COUNTY OFFICE OF EDUCATION

Loyalton, California

Reference UPDATE Service

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# Sierra County/Sierra-Plumas Joint USD

## Administrative Regulation

Business and Noninstructional Operations AR 3260

### FEES AND CHARGES

Note: Pursuant to 5 CCR 350, districts may charge fees only when specifically authorized by law. The following list specifies fees currently authorized by law and should be revised to reflect the types of fees that have been approved by the Governing Board; see the accompanying Board policy. Other permissible fees may exist and be identified in the future. For further information about fees and charges, see the California Department of Education's (CDE) Fiscal Management Advisory 12-02, Fees, Deposits and Other Charges.

Pursuant to Education Code 49011, a district is prohibited from requiring a student to pay fees or charges in order to participate in an educational activity. A complaint alleging the unauthorized charging of student fees may be filed in accordance with the uniform complaint procedures; see the accompanying Board policy and BP/AR 1312.3 - Uniform Complaint Procedures. Districts with questions as to whether a particular fee may be charged should consult with legal counsel.

When approved by the Governing Board of Education, the Superintendent or designee may impose a fee for the following: (5 CCR 350)

1. Insurance for athletic team members, with an exemption providing for the district to pay the cost of the insurance for any team member who is financially unable to pay -(Education Code 32221)

*(cf. 5143 - Insurance)*

2. Insurance for medical or hospital service for students participating in field trips and excursions (Education Code 35331)

Note: In its Fiscal Management Advisory 12-02, the CDE interprets Education Code 35330 as permitting the district, at its discretion, to charge fees for any field trip, provided that no student is prevented from participating in a field trip due to a lack of funds. However, Education Code 35330 prohibits the use of district funds or district transportation allowances for an out-of-state field trip, and thus the district must charge participating students a fee for such trips and/or use non-district funds such as donations from a parent-teacher or community organization, education foundation, or school fundraiser specifically designated for this purpose.

3. Expenses of students' participation in a field trip or excursion within the state or to another state, the District of Columbia, or a foreign country, as long as no student is prohibited from making the field trip due to lack of funds (Education Code 35330)

*(cf. 6153 - School-Sponsored Trips)*

4. Student fingerprinting program, as long as the fee does not exceed the actual costs associated with the program (Education Code 32390)

*(cf. 5142.1 - Identification and Reporting of Missing Children)*

5. School camp programs in outdoor science education, conservation education, or forestry operated pursuant to Education Code 8760-8774, provided that the fee is not mandatory and no student is denied the opportunity to participate for nonpayment of the fee (Education Code 35335)

*(cf. 6142.5 - Environmental Education)*

Note: Education Code 17551 permits the district to sell to a student any nonperishable property of the district which has been fabricated by the student, as provided in item #6 below. CDE Fiscal Management Advisory 12-02 clarifies that this cost applies to materials the student will take home for his/her own possession and use, such as wood shop, art, or sewing projects.

6. Reimbursement for the direct cost of materials provided by the district to a student for the fabrication of nonperishable personal property the student will take home for his/her own possession and use, such as wood shop, art, or sewing projects kept by the student (Education Code 17551)
7. Home-to-school transportation and transportation between regular, full-time day schools and regional occupational centers, programs, or classes, as long as the fee does not exceed the statewide average nonsubsidized cost per student and exemptions are made for indigent and disabled students (Education Code 39807.5)

*(cf. 3250 - Transportation Fees)*

8. Transportation for students to and from their places of employment in connection with any summer employment program for youth (Education Code 39837)
9. Deposit for school band instruments, music, uniforms, and other regalia which school band members take on excursions to foreign countries (Education Code 38120)
10. Sale or lease of ~~personal computers or of~~ Internet appliances ~~or personal computers for the purpose of providing that allow a person to connect to or~~ access ~~to~~ the district's educational ~~computer~~ network, provided that the items are sold or leased to parents/guardians at no more than cost, ~~as long as and~~ the district provides network access for families who cannot afford it (Education Code 17453.1)

*(cf. 0440 - District Technology Plan)*

*(cf. 6163.4 - Student Use of Technology)*

11. ~~Fees for any~~ An adult education or secondary school community service class in civic, vocational, ~~illiteracy~~ literacy, health, homemaking, and technical and general education, not to exceed the cost of maintaining the class (Education Code 51810, ~~51815~~)

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

12. Eye safety devices worn in courses or activities involving the use of hazardous substances likely to cause injury to the eyes, when being sold to students and/or teachers or instructors to keep and at a price not to exceed the district's actual costs (Education Code 32033)

*(cf. 3514.1 - Hazardous Substances)*



(cf. 5142 - Safety)

13. Actual cost of furnishing copies of any student's records, except that no charge shall be made for furnishing up to two transcripts or two verifications of a former student's records or for reproducing records of a student with a disability when the cost would effectively prevent the parent/guardian from exercising the right to receive the copies (Education Code 49065, 56504)

(cf. 5125 - Student Records)

14. Actual ~~costs~~cost of duplication for reproduction of the prospectus of school curriculum or for copies of public records (Education Code 49091.14; Government Code 6253)

(cf. 1340 - Access to District Records)

(cf. 5020 - Parent Rights and Responsibilities)

15. Food sold at school, subject to free and reduced-price meal program eligibility and other restrictions specified in law (Education Code 38084)

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 3551 - Food Service Operations/Cafeteria Funds)

(cf. 3552 - Summer Meal Program)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 3554 - Other Food Sales)

16. As allowed in law, replacement cost or reimbursement for lost or willfully damaged district books, supplies, or property, or for district property loaned to a student that he/she fails to return (Education Code 19910-19911, 48904)

(cf. 3515.4 - Recovery for Property Loss or Damage)

17. Tuition for district school attendance by an out-of-state or out-of-country resident (Education Code 48050, 48052, 52613; 8 USC 1184)

(cf. 5111.2 - Nonresident Foreign Students)

18. Adult education books, materials, transportation, and classes, except that no fee may be charged for classes in elementary subjects ~~or, classes~~ for which high school credit is granted when taken by a person who does not hold a high school diploma ~~or, effective July 1, 2015, or~~ classes in English and citizenship (Education Code 39801.5, 52612, 60410)

(cf. 6200 - Adult Education)

19. Preschool and child care and development services, in accordance with the fee schedule established by the Superintendent of Public Instruction, unless the family qualifies for subsidized services or the program is for severely disabled children and the student is eligible to enroll in it (Education Code 8239, 8250, 8263)

(cf. 5148 - Child Care and Development)

(cf. 5148.3 - Preschool/Early Childhood Education)

~~20. After School Education and Safety Programs, as long as no eligible student is denied the ability to~~

participate because of inability to pay the fee (Education Code 8482.6)

Note: Pursuant to Education Code 8422 and 8482.6, as amended by AB 2615 (Ch. 470, Statutes of 2016), districts are permitted to charge family fees for participation in After School Education and Safety (ASES) programs, 21st Century Community Learning Centers (21st CCLC), and 21st Century High School After School Safety and Enrichment for Teens programs, as long as fees are waived or reduced for families with students who are eligible for free or reduced-price meals. In regard to ASES and 21st CCLC, commencing July 1, 2017, no fees may be charged if the district knows the student is a homeless youth or in foster care.

20. Participation in a before-school or after-school program that is funded as an After School Education and Safety (ASES) program, 21st Century Community Learning Center (21st CCLC), or 21st Century High School After School Safety and Enrichment for Teens program, provided that fees are waived or reduced for families with students who are eligible for free or reduced-price meals and, in regard to ASES and 21st CCLC programs, fees are not charged if the district knows the student is a homeless or foster youth (Education Code 8422, 8482.6)

*(cf. 5148.2 - Before/After School Programs)*  
*(cf. 6173 - Education for Homeless Children)*  
*(cf. 6173.1 - Education for Foster Youth)*

Note: In Fiscal Management Advisory 12-02, the CDE lists Advanced Placement and International Baccalaureate examination fees as permissible. Some districts choose to reduce the cost of the fees for low-income students through the use of district funds or other funding sources; see BP 6141.4 - International Baccalaureate Program and BP 6141.5 - Advanced Placement.

21. Advanced Placement and International Baccalaureate Diploma examinations for college credits, as long as the examination is not a course requirement and the results have no impact on student grades or credits in the course

*(cf. 6141.5 - Advanced Placement)*  
*6141.4 - International Baccalaureate Program)*

Note: In its Addendum to Fiscal Management Advisory 12-02 issued in October 2013, the CDE clarifies that a district that requires its students to wear a cap and gown as a condition for their participation in the high school graduation ceremony may not require such students to purchase the cap and gown. CDE recommends that such districts provide the graduates with a cap and gown for their use at the graduation ceremony and inform them that those interested may purchase a cap and gown from a vendor.

Regulation  
 approved: April 10, 2007  
 revised: April 9, 2013  
 revised: May 13, 2014  
 revised: April 11, 2017

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

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# Sierra County/Sierra-Plumas Joint USD

## Board Policy

Business and Noninstructional Operations

BP 3260

### FEES AND CHARGES

Note: Pursuant to Education Code 49011, a district is prohibited from requiring students to pay a fee, deposit, or other charge in order to participate in an educational activity as defined in Education Code 49010. A district is also required to provide the supplies, materials, and equipment needed by students to participate in educational activities. Education Code 49011 clarifies that an otherwise impermissible fee would not be made permissible by the provision of a waiver for some students. However, pursuant to 5 CCR 350, a district is permitted, in certain circumstances, to impose fees that are specifically authorized by law. See the accompanying administrative regulation for a list of permissible fees.

The Governing Board recognizes its responsibility to ensure that books, materials, equipment, supplies, and other resources necessary for students' participation in the district's educational program are made available to them at no cost.

No student shall be required to pay a fee, deposit, or other charge for his/her participation in an educational activity which constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities. (Education Code 49010, 49011; 5 CCR 350)

*(cf. 3100 - Budget)*

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

As necessary, the Board may approve fees, deposits, and other charges which are specifically authorized by law. When approving such fees, deposits, or charges, establishing fee schedules, or determining whether waivers or exceptions should be granted, the Board shall consider relevant data, including the ~~socio-economic~~ socioeconomic conditions of district students' families and their ability to pay.

*(cf. 3250 - Transportation Fees)*

*(cf. 3515.4 - Recovery for Property Loss or Damage)*

*(cf. 3553 - Free and Reduced Price Meals)*

*(cf. 5143 - Insurance)*

*(cf. 9323.2 - Actions by the Board)*

Note: The following **optional** paragraph may be revised to reflect district practice. The prohibition against student fees pursuant to Education Code 49011 does not restrict districts from soliciting for voluntary donations, participating in fundraising activities, or providing prizes or other recognition for participants in such fundraising activities. However, according to the California Department of Education's (CDE) Fiscal Management Advisory 15-01, Pupil Fees: Parent Service Hours, the prohibition against student fees does bar a district from requiring volunteer hours or payment in lieu of performing volunteer hours as a condition of admission, enrollment, continued enrollment, sibling preference, attendance, participation in educational activities, or receipt of credit or privileges related to educational activities.

The prohibition against student fees shall not restrict the district from soliciting for ~~voluntary~~ donations, participating in fundraising activities, ~~and/or~~ providing prizes or other recognition for participants in such activities and events. ~~However, the~~ The Superintendent or designee shall emphasize that participation of students, parents/guardians, district employees, volunteers, or educational or civic organizations in such activities and events is voluntary. The district shall not offer or award to a student any course credit or privileges related to educational activities in exchange for voluntary donations or participation in fundraising activities by or on behalf of the student ~~and~~. It also shall not ~~remove~~, or threaten to remove, from a student any course credit or privileges related to educational activities, or otherwise discriminate against the student, due to a lack of voluntary donations or participation in fundraising activities by or on behalf of the student.

*(cf. 1321 - Solicitation of Funds from and by Students)*

*(cf. 3290 - Gifts, Grants and Bequests)*

The Superintendent or designee shall emphasize that participation in may provide information or professional development opportunities to administrators, teachers, and other personnel regarding permissible fees.

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

## Complaints

Note: Pursuant to Education Code 49013, a district is mandated to adopt policy and procedures which allow complaints to be filed using the uniform complaint procedures when district is alleged to have violated the prohibition against requiring unauthorized student fees. See BP/AR 1312.3 - Uniform Complaint Procedures for language implementing this mandate.

A complaint alleging district noncompliance with the prohibition against requiring student fees, deposits, or other charges shall be filed in accordance with the district's procedures in BP/AR 1312.3 - Uniform Complaint Procedures. (Education Code 49013)

*(cf. 1312.3 - Uniform Complaint Procedures)*

Note: Education Code 49013 requires districts found in violation of the prohibition against student fees to design a remedy which may include reasonable efforts to fully identify and reimburse all affected individuals as specified in 5 CCR 4600. See AR 1312.3 - Uniform Complaint Procedures for additional language reflecting these requirements.

If, upon investigation, the district finds merit in the complaint, the Superintendent or designee shall recommend and the Board shall adopt an appropriate remedy to be provided to all affected students and parents/guardians in accordance with 5 CCR 4600.

Information related to the prohibition against requiring students to pay fees for participation in an educational activity shall be included in the district's annual notification required of uniform

complaint procedures to be provided to all students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 49013)

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

(cf. 5145.6 - Parental Notifications)

*Legal Reference:*

EDUCATION CODE

8239 Preschool and wraparound child care services

8250 Child care and development services for children with disabilities

8263 Child care eligibility

8422 21st Century High School After School Safety and Enrichment for Teens programs

8482.6 After School Education and Safety programs

8760-8774 Outdoor science and conservation programs

17453.1 District sale or lease of Internet appliances or personal computers to students or parents

17551 Property fabricated by students

19910-19911 Offenses against libraries

32033 Eye protective devices

32221 Insurance for athletic team member

32390 Fingerprinting program

35330-35332 Excursions and field trips

35335 School camp programs

38080-38086.1 Cafeteria establishment and use

38120 Use of school band equipment on excursions to foreign countries

39801.5 Transportation for adults

39807.5 Payment of transportation costs

39837 Transportation of students to places of summer employment

48050 Residents of adjoining states

48052 Tuition for foreign residents

48904 Liability of parent or guardian

49010-49013 Student fees

49065 Charge for copies

49066 Grades, effect of physical education class apparel

49091.14 Prospectus of school curriculum

51810-51815 Community service classes

52612 Tuition for adult classes

52613 Nonimmigrant ~~aliens~~foreign nationals

56504 School records; students with disabilities

60410 Students in classes for adults

GOVERNMENT CODE

6253 Request for copy; fee

CALIFORNIA CONSTITUTION

Article 9, Section 5 Common school system

CODE OF REGULATIONS, TITLE 5

350 Fees not permitted

4600-4687 Uniform complaint procedures

UNITED STATES CODE, TITLE 8

1184 Foreign students

COURT DECISIONS

Driving School Assn of CA v. San Mateo Union HSD (1993) 11 Cal. App. 4th 1513

Arcadia Unified School District v. State Department of Education (1992) 2 Cal 4th 251

Steffes v. California Interscholastic Federation (1986) 176 Cal. App. 3d 739

Hartzell v. Connell (1984) 35 Cal. 3d 899

CTA v. Glendale School District Board of Education (1980) 109 Cal. App. 3d 738

*Management Resources:***CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS***Pupil Fees: Damage to School Property, Fiscal Management Advisory 16-01, September 16, 2016**Pupil Fees: Parent Service Hours, Fiscal Management Advisory 15-01, January 20, 2015**Pupil Fees, Deposits, and Other Charges: Cap and Gown for High School Graduation Ceremony,**Addendum to Fiscal Management Advisory 12-02, October 4, 2013**Fees, Deposits and Other Charges, Fiscal Management Advisory 12-02, April 24, 2013***WEB SITES**CSBA: <http://www.csba.org>California Department of Education: <http://www.cde.ca.gov>

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

SIERRA COUNTY OFFICE OF EDUCATION

Loyalton, California

Policy

adopted: April 10, 2007

revised: April 9, 2013

revised: May 13, 2014

revised: April 11, 2017

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# SIERRA COUNTY/SPJUSD

## Exhibit

### All Personnel

E 4112.9

4212.9

### EMPLOYEE NOTIFICATIONS

4312.9

Note: The following exhibit lists notices which the law requires be provided to employees. See the referenced Board policy, administrative regulation, or Board bylaw for further information about related program and notice requirements.

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
<b>I. To All Employees</b>			
At the beginning of school year or upon employment	Education Code 231.5; Government Code 12950; 2 CCR <del>11023-11024</del>	AR 4119.11 4219.11 4319.11	The district's policy on sexual harassment, legal remedies, complaints
Annually to all employees, and 72 hours before pesticide application	Education Code 17612	AR 3514.2	Use of pesticide product, active ingredients, Internet address to access information
To all employees, prior to implementing year-round schedule	Education Code 37616	BP 6117	Public hearing on year-round program
To all employees, prior to implementing alternative schedule	Education Code 46162	AR 6112	Public hearing on alternative schedule
Annually to all employees	Education Code 49013; 5 CCR 4622	AR 1312.3 BP 0460 BP 3260	Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control and accountability plan
Annually to all employees	Education Code 49414	AR 5141.21	Request for volunteers to be trained to administer epinephrine auto-injectors
<del>At least once per year</del>	<del>Education Code 49414.3</del>	<del>AR 5141.21</del>	<del>Request for volunteers to be trained to administer opioid antagonist</del>
<del>Electronically to all employees, no more than twice per school year per child needing medication</del>	<del>Education Code 49414.7</del>	<del>AR 5141.21</del>	<del>Request for volunteers to administer emergency antiseizure medication; training to be provided</del>

RED:  
Added by  
CSBA;  
deleted by  
SPJUSD

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
<b>I. To All Employees</b> (continued)			
To all employees	Government Code 1126	BP 4136 4236 4336	Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal
Prior to beginning employment	Government Code 3102	AR 4112.3 4212.3 4312.3	Oath or affirmation of allegiance required of disaster service workers
To all employees	Government Code 8355; 41 USC 8102; <b>34 CFR 84.205, 84.210</b>	BP 4020 BP 4159 4259 4359	District's drug- and alcohol-free workplace; actions to be taken if violated; available employee assistance programs
<b>Upon employment</b>	<b>Government Code 21029</b>	<b>None</b>	<b>Right to purchase PERS service credit for military service performed prior to public employment</b>
Upon placement of automated external defibrillator (AED) in school, and annually thereafter	Health and Safety Code 1797.196	AR 5141	Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan
To all employees, if the district receives Tobacco-Use Prevention Education funds	Health and Safety Code 104420	AR 3513.3	District's tobacco-free schools policy and enforcement procedures
Annually to all employees, or more frequently if there is new information	Health and Safety Code 120875, 120880	AR 4119.43 4219.43 4319.43	AIDS and hepatitis B, including methods to prevent exposure
To all employees, with each paycheck	Labor Code 246	AR 4161.1 4361.1 AR 4261.1	Amount of sick leave available
To covered employees and former employees	Labor Code 2800.2	AR 4154 4254 4354	Availability of COBRA/ Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage



When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
<b>I. To All Employees</b> (continued)			
To every new employee, either at the time employee is hired or by end of first pay period	Labor Code 3551	BP 4157.1 4257.1 4357.1	Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor
Prior to beginning employment	Penal Code 11165.7, 11166.5	AR 5141.4	Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law
Upon employment, and when employee goes on leave for specified reasons	Unemployment Insurance Code 2613	AR 4154 4254 4354	Disability insurance rights and benefits
To all employees and job applicants	<b>2 CCR 11023; 34 CFR 104.8, 106.9</b>	BP 0410 BP 4030	District's policy on nondiscrimination and related complaint procedures
To all employees via employee handbook, or to each new employee	2 CCR <del>11096</del> ; <b>11091, 11095</b> ; 29 CFR 825.300	AR 4161.8 4261.8 4361.8	Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act ( <del>CFRA</del> <b>CFRA</b> ); obligation to provide 30 days' notice of need for leave when possible
<del>To all employees and job applicants</del>	<del>34 CFR 104.8, 106.9</del>	<del>BP 0410 BP 4030</del>	<del>District's policy on nondiscrimination and related complaint procedures</del>
Annually to all employees	40 CFR 763.84, 763.93	AR 3514	Availability of asbestos management plan; inspections, response actions, post-response actions planned or in progress
<b>II. To Certificated Employees</b>			
To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire	Education Code 22455.5	AR 4121	Criteria for membership in retirement system; right to elect membership at any time

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
<b>II. To Certificated Employees</b> (continued)			
Upon employment of a retired certificated individual	Education Code 22461	AR 4117.14 4317.14	Postretirement earnings limitation or employment restriction; monthly report of compensation
To certificated employees	Education Code 35171	AR 4115 BP 4315	District regulations related to performance evaluations
30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated	Education Code 44663	AR 4115	Copy of employee's evaluation
To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee	Education Code 44664	AR 4115	Notice and description of the unsatisfactory performance
By May 30, if district issues reemployment notices to certificated employees	Education Code 44842	AR 4112.1	Request that the employee notify district of intent to remain in service next year
To certificated employees upon employment, and to nonpermanent employees in July of each school year	Education Code 44916	AR 4112.1 AR 4121	Employment status and salary
To probationary employees in district with ADA of 250 or more by March 15 of employee's second consecutive year of employment	Education Code 44929.21	AR 4117.6	Whether or not employee is reelected for next school year
When certificated employee is subject to disciplinary action for cause, at any time of year or, for charge of unsatisfactory performance, during instructional year	Education Code 44934, 44934.1, 44936	BP 4118 AR 4118	Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
<b>II. To Certificated Employees</b> (continued)			
To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/dismissal notice	Education Code 44938	BP 4118	Notice of deficiency and opportunity to correct
To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year	Education Code 44938	BP 4118	Notice of deficiency and opportunity to correct
To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings	Education Code 44940.5	AR 4118	Notice of intent to dismiss 30 days from notice unless employee demands hearing
To probationary employees 30 days prior to dismissal during school year, but not later than March 15 for second-year probationary employees	Education Code 44948.3	AR 4118	Reasons for dismissal and opportunity to appeal
By March 15 when necessary to reduce certificated personnel, with final notice by May 15	Education Code 44949, 44955	BP 4117.3	Reasons for personnel reduction and employees' right to hearing; final notice of Board decision re: termination
On or before June 30, to temporary employee who served 75 percent of school year but will be released	Education Code 44954	BP 4121	District's decision not to reelect employee for following school year
To teacher, when a student engages in or is reasonably suspected of specified acts	Education Code 49079	AR 4158 4258 4358	Student has committed specified act that constitutes ground for suspension or expulsion
To certificated employee upon change in employment status due to alleged misconduct or while allegation is pending	5 CCR 80303	AR 4117.7 4317.7	Contents of state regulation re: report to Commission on Teacher Credentialing

<b>When/Whom to Notify</b>	<b>Education or Other Legal Code</b>	<b>Board Policy/ Administrative Regulation #</b>	<b>Subject</b>
<b>III. To Classified Employees</b>			
To classified employee charged with mandatory leave of absence offense, in merit system district	Education Code 44940.5	AR 4218	Notice of intent to dismiss in 30 days
When classified employee is subject to disciplinary action for cause, in nonmerit district	Education Code 45113	AR 4218	Notice of charges, procedures, and employee rights
To classified employees at least 60 days prior to layoff, or by April 29 for specially funded program that expires at end of school year	Education Code 45117	AR 4217.3	Notice of layoff and reemployment rights
To classified employees upon employment and upon each change in classification	Education Code 45169	AR 4212	Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek
To classified permanent employee whose leave is exhausted	Education Code 45192, 45195	AR 4261.1 AR 4261.11	Exhaustion of leave, opportunity to request additional leave
To school bus drivers and school activity bus drivers prior to expiration of specified documents	13 CCR 1234	AR 3542	Expiration date of driver's license, driver's certificate and medical certificate; need to renew
To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter	13 CCR 2480	AR 3542	Limitations on vehicle idling; consequences of not complying
To school bus drivers, prior to district drug testing program and thereafter upon employment	49 CFR 382.601	BP 4112.42 4212.42 4312.42	Explanation of federal requirements for drug testing program and district's policy
<b>IV. To Administrative/Supervisory Personnel</b>			
To deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract	Education Code 35031	BP 4312.1	Decision not to reelect or reemploy upon expiration of contract or term

<b>When/Whom to Notify</b>	<b>Education or Other Legal Code</b>	<b>Board Policy/ Administrative Regulation #</b>	<b>Subject</b>
<b>IV. To Administrative/Supervisory Personnel (continued)</b>			
Upon request by administrative or supervisory employee transferred to teaching position	Education Code 44896	AR 4313.2	Statement of the reasons for the release or reassignment
By March 15 to employee who may be released/reassigned the following school year	Education Code 44951	AR 4313.2	Notice that employee may be released or reassigned the following school year
<b>V. To Individual Employees Under Special Circumstances</b>			
In the event of a breach of security of district records, to affected employees	Civil Code <del>1798.21</del> <b>1798.29</b>	BP 3580	Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies
Prior to placing derogatory information in personnel file	Education Code 44031	AR 4112.6 4212.6 4312.6	Notice of derogatory information, opportunity to review and comment
To employees who volunteer to administer epinephrine auto-injector	Education Code 49414	AR 5141.21	Defense and indemnification from civil liability by the district
<b>To employees returning from military leave of absence, within 30 days of return</b>	<b>Government Code 20997</b>	<b>AR 4161.5 4261.5 4361.5</b>	<b>Right to receive PERS service credit for military service; application form</b>
24 hours before Board meets in closed session to hear complaints or charges against employee	Government Code 54957	BB 9321	Employee's right to have complaints/charges heard in open session
When taking disciplinary action against employee for disclosure of confidential information	Government Code 54963	BP 4119.23 4219.23 4319.23	Law prohibiting disclosure of confidential information obtained in closed session
Within one working day of work-related injury or victimization of crime	Labor Code 3553, 5401	BP 4157.1 4257.1 4357.1	Potential eligibility for workers' compensation benefits, claim form
When adverse employment action is based on DOJ criminal history information or subsequent arrest notification	Penal Code 11105, 11105.2	AR 4112.5 4212.5 4312.5	Copy of DOJ notification

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
<b>V. To Individual Employees Under Special Circumstances</b> (continued)			
To any employee with exposure to blood or other potentially infectious materials, upon initial employment and at least annually thereafter	8 CCR 3204, 5193	AR 4119.42 4219.42 4319.42	The existence, location, and availability of exposure and medical records; person responsible for maintaining and providing access to records; right to access records
To any employee assigned to a work area where hazardous chemicals are present, upon initial assignment and upon new exposure situation	8 CCR 5191	AR 3514.1	Location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material
To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area	8 CCR 5194	AR 3514.1	Any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights
To employee eligible for military leave	38 USC 4334	AR 4161.5 4261.5 4361.5	Notice of rights, benefits, and obligations under military leave
Within five days of employee's request for FMLA leave, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave	29 CFR 825.300; <b>2 CCR 11049, 11091</b>	AR 4161.8 4261.8 4361.8	Designation of leave as FMLA or non-FMLA; if not eligible, reason not eligible; requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice
Whenever notice of eligibility for FMLA is provided to employee	29 CFR 825.300	AR 4161.8 4261.8 4361.8	Rights and responsibilities re: use of FMLA; consequences of failure to meet obligations

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# Sierra County/Sierra-Plumas Joint USD

## Board Policy

### Students

BP 5111.1

### DISTRICT RESIDENCY

Note: Education Code 48200 requires the district to provide an education to any student who resides within the district's attendance area. Education Code 48204, as amended by AB 224 (Ch. 554, Statutes of 2015), specifies additional circumstances under which students will be deemed to meet the residency requirements for school attendance, including, but not limited to, through parent/guardian employment within district boundaries under certain conditions and interdistrict transfers; see the accompanying administrative regulation. If the Governing Board elects to authorize investigations to verify students' residency, it is **mandated** to adopt policy with specified components pursuant to Education Code 48204.2, as added by AB 1101 (Ch. 170, Statutes of 2015). See sections "Investigation of Residency" and "Appeal of Enrollment Denial" below.

The Governing Board desires to admit all students who reside within district boundaries or who fulfill the district residency requirements through other means as allowed by law. The Superintendent or designee shall develop procedures to facilitate the receipt and verification of students' proof of residency.

*(cf. 5116 - School Attendance Boundaries)*

The Superintendent or designee shall annually notify parents/guardians of all existing attendance options available in the district, including, but not limited to, all options for meeting residency requirements for school attendance. (Education Code 48980)

*(cf. 5116.1 - Intradistrict Open Enrollment)*

*(cf. 5117 - Interdistrict Attendance)*

*(cf. 5145.6 - Parental Notifications)*

The Superintendent or designee shall require parents/guardians to provide documentation of the student's residency upon admission to a district school. A copy of the document or written statement offered as verification of residency shall be maintained in the student's mandatory permanent record. (5 CCR 432)

*(cf. 5111 - Admission)*

*(cf. 5125 - Student Records)*

Note: The U.S. Department of Education's Office for Civil Rights, in its publication *Information on the Rights of All Children to Enroll in School: Questions and Answers for States, School Districts and Parents*, states that districts may not adopt enrollment procedures that discourage the participation of students based on the student's or the parent/guardian's actual or perceived citizenship or immigration status, as such practices would violate federal laws granting all students equal access to education. In *Plyler v. Doe*, the U.S. Supreme Court ruled that, under the Fourteenth Amendment of the U.S. Constitution, students cannot be denied a free public education on the basis of their citizenship or immigration status, including their status as undocumented children. As discussed in a joint Dear Colleague Letter and joint fact sheet, *Information on the Rights of All Children to Enroll in School*, issued by the U.S. Department of Justice's Civil Rights Division and U.S. Department of Education's Office for Civil Rights, it may be a violation of federal law for districts to adopt a policy or procedure that prohibits or discourages children from enrolling in school because they or their parents/guardians are not United States citizens or are undocumented. Thus, while the district may require proof that a student resides within the district (see accompanying administrative regulation for allowable evidence of residency), it should not request visas, passports, or other documentation that

would discourage undocumented children from enrolling in school. Also see BP 5111 - Admission and CSBA's Legal Guidance on Providing All Children Equal Access to Education, Regardless of Immigration Status.

When establishing a student's residency for enrollment purposes, the Superintendent or designee shall not inquire into a student's citizenship or immigration status.

Note: When a district chooses to grant residency status to students whose parent/guardian is employed within district boundaries for at least 10 hours per school week (see section "Residency Based on Parent/Guardian Employment (Allen Bill Transfers)" in the accompanying administrative regulation), Education Code 48204 encourages the district to notify the parent/guardian in writing when admission is denied and to provide reasons for the denial. The following **optional** paragraph provides that written notice will be provided to parents/guardians whenever enrollment is denied on any basis related to residency and may be revised to reflect district practice.

A student's enrollment may be denied when the submitted documentation is insufficient to establish district residency. In any such case, the Superintendent or designee shall notify the parent/guardian in writing, including specific reasons for the denial.

### **Investigation of Residency**

Note: The following section should be revised to reflect district practice. To conduct an investigation into the residency claim of a student as authorized by Education Code 48204.1, a district is **mandated**, pursuant to Education Code 48204.2, as added by AB 1101 (Ch. 170, Statutes of 2015), to adopt a policy with specified components. The policy must (1) identify the circumstances under which the district may initiate an investigation, including, at a minimum, a requirement that the district is able to identify specific, articulable facts supporting the belief that the parent/guardian has provided false or unreliable evidence of residency; (2) describe the investigatory methods that may be used, including whether the district may employ the services of a private investigator; (3) require staff to make reasonable efforts to determine whether the student resides in the district before hiring a private investigator (if allowed at all); (4) prohibit surreptitious photographing or video-recording of students who are being investigated; and (5) provide for an appeals process.

When the Superintendent or designee reasonably believes that a student's parent/guardian has provided false or unreliable evidence of residency, he/she may make reasonable efforts to determine that the student meets district residency requirements. An investigation may be initiated when the Superintendent or designee is able to identify specific, articulable facts supporting the belief that the parent/guardian has provided false or unreliable evidence of residency. (Education Code 48204.1, 48204.2)

The Superintendent or designee may assign a trained district employee to conduct the investigation. The investigation may include the examination of records, including public records, and/or interviews of persons who may have knowledge of the student's residency.

If necessary, the Superintendent or designee may employ the services of a private investigator to conduct the investigation. Before hiring a private investigator, the Superintendent or designee shall make other reasonable efforts to determine whether the student resides in the district. (Education Code 48204.2)

The investigation shall not include the surreptitious collection of photographic or videographic images of persons or places subject to the investigation. However, the use of technology is not prohibited if done in open and public view. (Education Code 48204.2)



Any employee or contractor engaged in the investigation shall truthfully identify himself/herself as an investigator to individuals contacted or interviewed during the course of the investigation. (Education Code 48204.2)

### **Appeal of Enrollment Denial**

Note: If the district chooses to authorize investigations into the residency claim of a student as described in the section "Investigation of Residency" above, it is **mandated** pursuant to Education Code 48204.2, as added by AB 1101 (Ch. 170, Statutes of 2015), to adopt a policy which provides for an appeals process. The timelines specified in the following section may be revised to reflect district practice.

If the Superintendent or designee, upon investigation, determines that a student does not meet district residency requirements and denies the student's enrollment in the district, he/she shall provide the student's parent/guardian an opportunity to appeal that determination. (Education Code 48204.2)

The Superintendent or designee shall send the student's parent/guardian written notice specifying the basis for the district's determination. This notice shall also inform the parent/guardian that he/she may, within 10 school days, appeal the decision and provide new evidence of residency.

The burden shall be on the parent/guardian to show why the district's determination to deny enrollment should be overruled. (Education Code 48204.2)

A student who is currently enrolled in the district shall be allowed to remain in attendance at his/her school pending the results of the appeal. A student who is not currently enrolled in the district shall not be permitted to attend any district school unless his/her appeal is successful.

In an appeal of the Superintendent's determination that district residency requirements were not met, the Board shall review any evidence provided by the parent/guardian or obtained during the district's investigation and shall make a decision at its next regularly scheduled meeting following the parent/guardian's request for the appeal. The Board's decision shall be final.

### **Enrollment Not Requiring District Residency**

Note: The following **optional** paragraph is for use by any district maintaining grades 9-12 that (1) has petitioned for certification from the U.S. Department of Homeland Security's Student and Exchange Visitor Program to enroll a nonimmigrant foreign student who is in the United States on an F-1 visa and/or (2) admits high school students from other countries through an international exchange program under the sponsorship of a government-approved agency. For further information about enrollment of nonresident foreign students, see AR 5111.2 - Nonresident Foreign Students, BP/AR 6145.6 - International Exchange, and CSBA's Legal Guidance Regarding International Student Exchange Placement Organizations.

When approved by the Board and the appropriate agency, the district may enroll students from other countries who are in the United States on an F-1 visa or are participating in an international exchange program under the sponsorship of a government-approved agency.

*(cf. 5111.2 - Nonresident Foreign Students)*

*(cf. 6145.6 - International Exchange)*

The district may enroll a nonresident student living in an adjoining state or foreign country in accordance with Education Code 48050-48052.

District residency is not required for enrollment in a regional occupational center or program if there are openings in the program or class. (Education Code 52317)  
(cf. 6178.2 - Regional Occupational Center/Program)

*Legal Reference:*

EDUCATION CODE

220 Prohibition of discrimination  
35160.5 Intradistrict open enrollment  
35351 Assignment of students to particular schools  
46600-46611 Interdistrict attendance permits  
48050-48054 Nonresidents  
48200-48208 Compulsory education law, especially:  
48204 Residency requirements  
48204.1-48204.2 Evidence of residency  
48300-48316 Student attendance alternatives, school district of choice program  
48350-48361 Open Enrollment Act transfers  
48852.7 Education of homeless students; immediate enrollment  
48853.5 Education of foster youth; immediate enrollment  
48980 Notifications at beginning of term  
52317 Regional occupational program, admission of persons including nonresidents

FAMILY CODE

6550-6552 Caregivers

GOVERNMENT CODE

6205-6210 Confidentiality of residence for victims of domestic violence

CODE OF REGULATIONS, TITLE 5

432 Retention of student records

UNITED STATES CODE, TITLE 42

11431-11435 McKinney-Vento Homeless Assistance Act

COURT DECISIONS

Katz v. Los Gatos-Saratoga Joint Union High School District, (2004) 117 Cal.App.4th 47

*Management Resources:*

CSBA PUBLICATIONS

Legal Guidance on Providing All Children Equal Access to Education, Regardless of Immigration Status, February 2017

Legal Guidance Regarding International Student Exchange Placement Organizations, April 2014

U.S. DEPARTMENT OF JUSTICE CIVIL RIGHTS DIVISION AND U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS JOINT PUBLICATIONS

Fact Sheet: Information on the Rights of All Children to Enroll in School

Dear Colleague Letter: School Enrollment Procedures, May 6, 2011-May 8, 2014

WEB SITES

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

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

California Secretary of State, Safe at Home Program: <http://www.sos.ca.gov/safeathome>

U.S. Department of Education, Office for Civil Rights: <http://www2.ed.gov/ocr>

U.S. Department of Justice: <https://www.justice.gov>

Regulation  
approved: January 12, 2016  
revised: April 11, 2017

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

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# Sierra County/Sierra-Plumas Joint USD

## Administrative Regulation

Students \_\_\_\_\_ AR 5113

### ABSENCES AND EXCUSES

#### Excused Absences

**Note: Items #1-11 below reflect absences that are authorized by law to be considered as excused absences**

A student's absence shall be excused for **any of** the following reasons:

1. Personal illness (Education Code 48205)
  2. Quarantine under the direction of a county or city health officer (Education Code 48205)
- (cf. 5112.2 - Exclusions from Attendance)*
3. Medical, dental, optometrical, or chiropractic ~~appointments~~appointment (Education Code 48205)
  4. Attendance at funeral services for a member of the immediate family ~~(Education Code 48205)~~
    - a. ~~Excused absence in this instance, which~~ shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (Education Code 48205)
      - b. *"Immediate family"* shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister, or any relative living in the student's immediate household. (Education Code 45194, 48205)
  5. Jury duty in the manner provided by law (Education Code 48205)
  6. The illness or medical appointment ~~during school hours~~ of a child to whom the student is the custodial parent (Education Code 48205)
- (cf. 5146 - Married/Pregnant/Parenting Students)*
7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (Education Code 48205)
    - a. Appearance in court
    - b. Attendance at a funeral service
    - c. Observation of a holiday or ceremony of his/her religion
    - d. Attendance at religious retreats for no more than ~~not to exceed~~ four hours per semester

e. Attendance at an employment conference

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

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

*(cf. 6142.3 - Civic Education)*

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

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

**Note: AB 1593 (Ch. 92, Statutes of 2016) amended Education Code 48205 to add attendance at the student's own naturalization ceremony as an excused absence.**

**10. To attend his/her naturalization ceremony to become a United States citizen. (Education Code 48205)**

**Note: ~~Item #10-11~~ below should be listed only if the Governing Board has chosen to allow absences for religious instruction or exercises. See the accompanying Board policy. If these absences are allowed, Education Code 46014 mandates that the Board adopt regulations governing students' attendance at religious exercises or instruction and the reporting of such absences. These regulations should be included here and should include all of items #a and #b #11a-c below.**

~~1011.~~ Participation in religious exercises or to receive moral and religious instruction ~~or exercises~~ in accordance with district policy, **subject to the following conditions:** (Education Code 46014)

**a. The student's parent/guardian shall provide written consent for the absence.**

~~a.b.~~ ~~In such instances,~~ **The** student shall attend at least the minimum school day.

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

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

## Method of Verification

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

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

The following methods may be used to verify student absences:

1. Written note, fax, email, or voice mail from parent/guardian, or parent representative, ~~or student if 18 or older. (Education Code 46012).~~
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
  - a. Name of student
  - b. Name of parent/guardian or parent representative
  - c. Name of verifying employee
  - d. Date(s) of absence
  - e. Reason for absence
3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. ~~A written recording~~ The employee shall be made, including document the verification and include the information ~~outlined~~ specified in item #2 above.
4. Physician's verification.

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

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

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

- b. When **If a student shows a pattern of chronic absenteeism due to illness, district staff may require physician verification of any further student absences.** has had 14 absences in the school year for illness verified by methods listed in #1-3 above, any further absences for illness ~~must~~ shall be verified by a physician.

## Notifications

At the beginning of each school year, the Superintendent or designee shall:

1. Notify parents/guardians of the right to excuse a student from school in order to participate in religious exercises or to receive moral and religious instruction at their places of worship, or at other suitable places away from school property designated by a religious group, church, or denomination (Education Code 46014, 48980)
2. Notify students in grades 7-12 and the parents/guardians of all students that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian (Education Code 46010.1)
3. Notify parents/guardians that a student shall not have his/her grade reduced or lose academic credit for any excused absence if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time, and include the full text of Education Code 48205 in the notice (Education Code 48980)

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

(cf. 5145.6 - Parental Notifications)

(cf. 6154 - Homework/Makeup Work)

Regulation

approved: April 10, 2007

revised: May 8, 2012

revised: April 11, 2017

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

Loyalton, California

Policy Reference UPDATE Service

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# Sierra County/Sierra-Plumas Joint USD

## Board Policy

Students \_\_\_\_\_

BP 5113

### ABSENCES AND EXCUSES

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

For examples of strategies for reducing chronic absences, see **BP/AR 5113.1 - Chronic Absence and Truancy and CSBA's policy brief, Improving Student Achievement by Addressing Chronic Absence. For information about the impact of absences on a student's grades, see BP 5121 - Grades/Evaluation of Student Achievement.**

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

(cf. 5112.1 - Exemptions from Attendance)

(cf. 5112.2 - Exclusions from Attendance)

(cf. 5113.1 - Chronic Absence and Truancy)

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

**(cf. 6154 - Homework/Makeup Work)**

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

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

Inasmuch as **school attendance and** class participation is an **are** integral part of **to** students' learning experiences, parents/guardians and students shall be encouraged to schedule medical **and other** appointments during ~~nonschool~~**non-school** hours.

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

**Pursuant to Education Code 46010.1 and the California Supreme Court in American Academy of Pediatrics et al v. Lundgren et al. (1997), minor students do not need parent/guardian consent to obtain confidential medical services, and schools are authorized to excuse a student from school to obtain such services.**

Students shall not be absent from school without their parents/guardians' knowledge or consent, except in cases of medical emergency or, **as authorized pursuant to Education Code 46010.1, for a confidential medical appointment.**

**The Board shall, by resolution entered into its minutes, approve reasonable methods that may be used to verify student absences due to illness or quarantine. (5 CCR 421)**

*Legal Reference:*

EDUCATION CODE

1740 *Employment of personnel to supervise attendance (county superintendent)*

~~2550-2558.6~~ *Computation of revenue limits*

37201 *School month*

37223 *Weekend classes*

41601 *Reports of average daily attendance*

42238-42250.1 *Apportionments*

46000 *Records (attendance)*

46010-46014 *Absences*

46100-46119 *Attendance in kindergarten and elementary schools*

46140-46147 *Attendance in junior high and high schools*

48200-48208 *Children ages 6-18 (compulsory full-time attendance)*

48210-48216 *Exclusions from attendance*

48240-48246 *Supervisors of attendance*

48260-48273 *Truants*

48292 *Filing complaint against parent*

48320-48324 *School attendance review boards*

48340-48341 *Improvement of student attendance*

48980 *Parental notifications*

49067 *Unexcused absences as cause of failing grade*

49701 *Provisions of the interstate compact on educational opportunities for military children*

ELECTIONS CODE

12302 *Student participation on precinct boards*

FAMILY CODE

6920-6929 *Consent by minor for medical treatment*

VEHICLE CODE

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

WELFARE AND INSTITUTIONS CODE

601-601.4 *Habitually truant minors*

11253.5 *Compulsory school attendance*

CODE OF REGULATIONS, TITLE 5

306 *Explanation of absence*

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

ATTORNEY GENERAL OPINIONS

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

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

COURT DECISIONS

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

*Management Resources:*

CSBA PUBLICATIONS

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

WEB SITES

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

Policy

adopted: April 10, 2007

revised: May 8, 2012

revised: April 11, 2017

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



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# Sierra County/Sierra-Plumas Joint USD

## Board Policy

Students

BP 5141.52

### SUICIDE PREVENTION

Note: Education Code 215, as added by AB 2246 (Ch. 642, Statutes of 2016), **mandates** that the Governing Board of any district serving students in grades 7-12 adopt a policy on student suicide prevention, intervention, and postvention (i.e., intervention conducted after a suicide) with specified components. Those components are addressed in the following policy and the accompanying administrative regulation. Also see the California Department of Education's model policy required by Education Code 215.

The following policy and accompanying administrative regulation should be revised to reflect district practice. Pursuant to Education Code 215, the policy must be developed in consultation with school and community stakeholders, school-employed mental health professionals, and suicide prevention experts. It is recommended that districts also consult with legal counsel and the district's risk manager or insurance carrier, as appropriate.

The Governing Board recognizes that suicide is a leading cause of death among youth and that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. To attempt to reduce suicidal behavior and its impact on students and families, the Superintendent or designee shall develop measures and strategies for suicide prevention, intervention, and postvention.

In developing measures and strategies for use by the district, the Superintendent or designee may consult with school health professionals, school counselors, school psychologists, school social workers, administrators, other staff, parents/guardians, students, local health agencies, mental health professionals, and community organizations.

*(cf. 1020 - Youth Services)*

*(cf. 1220 - Citizen Advisory Committees)*

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

Such measures and strategies shall include, but are not limited to:

Note: Education Code 215, as added by AB 2246 (Ch. 642, Statutes of 2016), **mandates** that the district's policy address any training to be provided to teachers of students in grades 7-12 on suicide awareness and prevention. See the accompanying administrative regulation for additional language fulfilling this mandate. In addition, Education Code 49604 encourages each district to provide suicide prevention training at least once to each middle, junior high, and high school counselor. Item #1 may be revised to specify other categories of employees who will receive the training.

1. Staff development on suicide awareness and prevention for teachers, school counselors, and other district employees who interact with students in the secondary grades

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

## New to SCOE/S-PJUSD

Note: Items #2-7 below reflect **optional** strategies for suicide prevention, intervention, and postvention and may be revised to reflect district practice.

2. Instruction to students in problem-solving and coping skills to promote students' mental, emotional, and social health and well-being, as well as instruction in recognizing and appropriately responding to warning signs of suicidal intent in others

*(cf. 6142.8 - Comprehensive Health Education)*

3. Methods for promoting a positive school climate that enhances students' feelings of connectedness with the school and that is characterized by caring staff and harmonious interrelationships among students

*(cf. 5131 - Conduct)*

*(cf. 5131.2 - Bullying)*

*(cf. 5137 - Positive School Climate)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

*(cf. 5145.9 - Hate-Motivated Behavior)*

4. The provision of information to parents/guardians regarding risk factors and warning signs of suicide, the severity of the youth suicide problem, the district's suicide prevention curriculum, basic steps for helping suicidal youth, and/or school and community resources that can help youth in crisis
5. Encouragement for students to notify appropriate school personnel or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions
6. Crisis intervention procedures for addressing suicide threats or attempts
7. Counseling and other postvention strategies for helping students, staff, and others cope in the aftermath of a student's suicide

Note: Education Code 215, as added by AB 2246 (Ch. 642, Statutes of 2016), **mandates** that the district's policy specifically address the needs of high-risk groups, including, but not limited to, those listed in the following paragraph. See the accompanying administrative regulation for additional language fulfilling this mandate.

As appropriate, these measures and strategies shall specifically address the needs of students who are at high risk of suicide, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth. (Education Code 215)

*Legal Reference:*

EDUCATION CODE

215 Student suicide prevention policies

## New to SCOE/S-PJUSD

32280-32289 *Comprehensive safety plan*  
 49060-49079 *Student records*  
 49602 *Confidentiality of student information*  
 49604 *Suicide prevention training for school counselors*

GOVERNMENT CODE

810-996.6 *Government Claims Act*

PENAL CODE

11164-11174.3 *Child Abuse and Neglect Reporting Act*

WELFARE AND INSTITUTIONS CODE

5698 *Emotionally disturbed youth; legislative intent*

5850-5883 *Mental Health Services Act*

COURT DECISIONS

*Corales v. Bennett (Ontario-Montclair School District), (2009) 567 F.3d 554*

*Management Resources:*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*Health Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve, 2008*

*Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2003*

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

*School Connectedness: Strategies for Increasing Protective Factors Among Youth, 2009*

NATIONAL ASSOCIATION OF SCHOOL PSYCHOLOGISTS PUBLICATIONS

*Preventing Suicide, Guidelines for Administrators and Crisis Teams, 2015*

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLICATIONS

*Preventing Suicide: A Toolkit for High Schools, 2012*

*National Strategy for Suicide Prevention: Goals and Objectives for Action, rev. 2012*

WEB SITES

*American Association of Suicidology: <http://www.suicidology.org>*

*American Foundation for Suicide Prevention: <http://afsp.org>*

*American Psychological Association: <http://www.apa.org>*

*American School Counselor Association: <http://www.schoolcounselor.org>*

*California Department of Education, Mental Health: <http://www.cde.ca.gov/ls/cg/mh>*

*California Department of Health Care Services, Suicide Prevention Program:*

*<http://www.dhcs.ca.gov/services/MH/Pages/SuicidePrevention.aspx>*

*Centers for Disease Control and Prevention, Mental Health: <http://www.cdc.gov/mentalhealth>*

*National Association of School Psychologists: <http://www.nasponline.org>*

*National Institute for Mental Health: <http://www.nimh.nih.gov>*

*Trevor Project: <http://thetrevorproject.org>*

*U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services*

*Administration: <http://www.samhsa.gov>*

Policy

adopted: April 11, 2017

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

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# CSBA Sample Administrative Regulation

Students

AR 5141.52

## SUICIDE PREVENTION

Note: Pursuant to Education Code 215, as added by AB 2246 (Ch. 642, Statutes of 2016), districts serving students in grades 7-12 are **mandated** to adopt a policy on student suicide prevention, intervention, and postvention (i.e., intervention conducted after a suicide). See the accompanying Board policy. The following administrative regulation provides additional strategies that fulfill the mandate and may be revised to reflect district practice.

Examples of suicide prevention strategies are available in the California Department of Education's (CDE) model policy created in response to AB 2246, the U.S. Department of Health and Human Services publication Preventing Suicide: A Toolkit for High Schools, and resources issued by other state and federal agencies and organizations. For further information about strategies to protect students from bullying, cyberbullying, and other harassment, see BP 5131 - Conduct, BP 5131.2 - Bullying, BP 5145.3 - Nondiscrimination/Harassment, and BP 5145.9 - Hate-Motivated Behavior.

### Staff Development

Note: Education Code 215, as added by AB 2246 (Ch. 642, Statutes of 2016), **mandates** that the district's policy and procedures address any training to be provided to teachers of students in grades 7-12 on suicide awareness and prevention. In addition, Education Code 49604 encourages each district to provide suicide prevention training at least once to each middle, junior high, and high school counselor. The following section may be revised to reflect district practice.

Suicide prevention training shall be provided to teachers, counselors, and other district employees who interact with students at the secondary level. The training shall be offered under the direction of a district counselor/psychologist and/or in cooperation with one or more community mental health agencies.

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

Materials for training shall include how to identify appropriate mental health services at the school site and within the community, and when and how to refer youth and their families to those services. Materials also may include programs that can be completed through self-review of suitable suicide prevention materials. (Education Code 215)

Staff development shall include research and information related to the following topics:

Note: Education Code 215, as added by AB 2246 (Ch. 642, Statutes of 2016), mandates that the district's policy specifically address the needs of high-risk groups; see the accompanying Board policy. One strategy to specifically address their needs is to increase staff awareness of the higher rates of suicide among these groups, as provided in item #1 below.

## New to SCOE/S-PJUSD

1. The higher risk of suicide among certain groups, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth

Note: Staff development may include training about risk factors associated with suicide, as provided in item #2 below. Information about risk factors is available from the CDE, Centers for Disease Control and Prevention, American Association of Suicidology, American Foundation for Suicide Prevention, Trevor Project, and other agencies and organizations.

2. Individual risk factors such as previous suicide attempt(s) or self-harm, history of depression or mental illness, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe stressor or loss, family instability, impulsivity, and other factors

*(cf. 5131.6 - Alcohol and Other Drugs)*

3. Warning signs that may indicate depression, emotional distress, or suicidal intentions, such as changes in students' personality or behavior and verbalizations of hopelessness or suicidal intent
4. Protective factors that may help to decrease a person's suicide risk, such as resiliency, problem-solving ability, access to mental health care, and positive connections to family, peers, school, and community
5. Instructional strategies for teaching the suicide prevention curriculum and promoting mental and emotional health
6. School and community resources and services, including resources and services that meet the specific needs of high-risk groups

*(cf. 5141.6 - School Health Services)*

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

7. District procedures for intervening when a student attempts, threatens, or discloses the desire to die by suicide

## **Instruction**

Note: The state's content standards for health education include voluntary standards pertaining to mental, emotional, and social health at selected elementary and secondary grades and suicide prevention instruction at grade 7 or 8 and in high school. The district may revise the following paragraph to reflect grade levels offered by the district.

The district's comprehensive health education program shall promote the healthy mental, emotional, and social development of students and shall be aligned with the state content standards

## New to SCOE/S-PJUSD

and curriculum framework. Suicide prevention instruction shall be incorporated into the health education curriculum at appropriate secondary grades and shall be designed to help students:

1. Identify and analyze signs of depression and self-destructive behaviors and understand how feelings of depression, loss, isolation, inadequacy, and anxiety can lead to thoughts of suicide
2. Develop coping and resiliency skills and self-esteem
3. Learn to listen, be honest, share feelings, and get help when communicating with friends who show signs of suicidal intent
4. Identify trusted adults, school resources, and/or community crisis intervention resources where youth can get help and recognize that there is no stigma associated with seeking services for mental health, substance abuse, and/or suicide prevention

*(cf. 1020 - Youth Services)*

*(cf. 5131.6 - Alcohol and Other Drugs)*

*(cf. 5141.6 - School Health Services)*

*(cf. 6142.8 - Comprehensive Health Education)*

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

## Intervention

Note: Education Code 215, as added by AB 2246 (Ch. 642, Statutes of 2016), **mandates** that the district's policy and procedures address suicide intervention. The following section should be revised to reflect district practice.

In addition, the district may choose to incorporate crisis intervention strategies in its comprehensive school safety plan adopted pursuant to Education Code 32280-32289; see BP/AR 0450 - Comprehensive Safety Plan.

Students shall be encouraged to notify a teacher, principal, counselor, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions.

Every statement regarding suicidal intent shall be taken seriously. Whenever a staff member suspects or has knowledge of a student's suicidal intentions based on the student's verbalizations or act of self-harm, he/she shall promptly notify the principal or school counselor.

Note: Education Code 49602 generally protects the confidentiality of information of a personal nature disclosed to a school counselor by a student age 12 years or older or by a parent/guardian. However, in certain circumstances, the counselor may disclose such information to avert a clear and present danger to the health, safety, or welfare of the student. Also see BP 6164.2 - Guidance/Counseling Services.

Although any personal information that a student discloses to a school counselor shall generally not be revealed, released, referenced, or discussed with third parties, the counselor may report to the principal or student's parents/guardians when he/she has reasonable cause to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student. In addition, the counselor may disclose information of a personal nature to psychotherapists, other health care providers, or the school nurse for the sole purpose of referring the student for treatment. (Education Code 49602)

*(cf. 5141 - Health Care and Emergencies)*

## New to SCOE/S-PJUSD

A school employee shall act only within the authorization and scope of his/her credential or license. An employee is not authorized to diagnose or treat mental illness unless he/she is specifically licensed and employed to do so. (Education Code 215)

Whenever schools establish a peer counseling system to provide support for students, peer counselors shall receive training that includes identification of the warning signs of suicidal behavior and referral of a suicidal student to appropriate adults.

*(cf. 5138 - Conflict Resolution/Peer Mediation)*

When a suicide attempt or threat is reported, the principal or designee shall ensure student safety by taking the following actions:

1. Immediately securing medical treatment and/or mental health services as necessary
2. Notifying law enforcement and/or other emergency assistance if a suicidal act is being actively threatened
3. Keeping the student under continuous adult supervision until the parent/guardian and/or appropriate support agent or agency can be contacted and has the opportunity to intervene
4. Removing other students from the immediate area as soon as possible

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 5141 - Health Care and Emergencies)*

The principal or designee shall document the incident in writing, including the steps that the school took in response to the suicide attempt or threat.

*(cf. 5125 - Student Records)*

Note: The following paragraph is **optional**. If a student's parents/guardians refuse or neglect to access treatment for a student who has been identified to be at risk for suicide, the Superintendent or designee shall consider whether a referral to child protective services for child neglect is needed. Pursuant to Penal Code 11164-11174.3, the Child Abuse and Neglect Reporting Act, school employees who are mandated reporters are required to report child abuse or neglect, as defined in law, when they have knowledge of or reasonably suspect that a child is a victim of child abuse or neglect. See BP/AR 5141.4 - Child Abuse Prevention and Reporting.

The Superintendent or designee shall follow up with the parent/guardian and student in a timely manner to provide referrals to appropriate services as needed. If the parent/guardian does not access treatment for the student, the Superintendent or designee may meet with the parent/guardian to identify barriers to treatment and assist the family in providing follow-up care for the student. If follow-up care is still not provided, the Superintendent or designee shall consider whether he/she is required, pursuant to laws for mandated reporters of child neglect, to refer the matter to the local child protective services agency.

*(cf. 5141.4 - Child Abuse Prevention and Reporting)*



## New to SCOE/S-PJUSD

For any student returning to school after a mental health crisis, the principal or designee and/or school counselor may meet with the parents/guardians and, if appropriate, with the student to discuss re-entry and appropriate next steps to ensure the student's readiness for return to school.

### Postvention

Note: Education Code 215, as added by AB 2246 (Ch. 642, Statutes of 2016), **mandates** that the district's policy and procedures address suicide postvention. The following section should be revised to reflect district practice.

In the event that a student dies by suicide, the Superintendent or designee shall communicate with the student's parents/guardians to offer condolences, assistance, and resources. In accordance with the laws governing confidentiality of student record information, the Superintendent or designee shall consult with the parents/guardians regarding facts that may be divulged to other students, parents/guardians, and staff.

Note: Research has identified an increased risk of suicide among youth who are grieving the suicide of another (so-called "suicide contagion"). The National Association of School Psychologists, in its [Preventing Suicide, Guidelines for Administrators and Crisis Teams](#), recommends that memorials should be implemented with care so as not to sensationalize or glamorize suicide and thereby increase the suicide risk to other students. If a memorial is conducted for a student who dies by suicide, the association suggests a living memorial, such as making donations to a local crisis center, participating in an event that raises awareness about suicide prevention, or providing other opportunities for service activities in the school.

The Superintendent or designee shall implement procedures to address students' and staff's grief and to minimize the risk of imitative suicide or suicide contagion. He/she shall provide students, parents/guardians, and staff with information, counseling, and/or referrals to community agencies as needed. School staff may receive assistance from school counselors or other mental health professionals in determining how best to discuss the suicide or attempted suicide with students.

Any response to media inquiries shall be handled by the district-designated spokesperson who shall not divulge confidential information. The district's response shall not sensationalize suicide and shall focus on the district's postvention plan and available resources.

*(cf. 1112- Media Relations)*

After any suicide or attempted suicide by a student, the Superintendent or designee shall provide an opportunity for all staff who responded to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions.

Policy  
adopted: April 11, 2017

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

**Policy Reference UPDATE Service**

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Checks Dated 03/01/2017 through 03/31/2017

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00014594	03/10/2017	ACSA'S FOUNDATION FOR EDUCATIONAL ADMINISTRATION	01-5810	BUS MANG ADVERTISEMENT		640.00
00014595	03/10/2017	APEX SAW WORKS	01-4300	SHOP SUPPLIES		193.88
00014596	03/10/2017	ROSE ASQUITH	01-5200	PER DIEM	60.45	
			01-5899	PER DIEM	181.37	241.82
00014597	03/10/2017	CASBO	01-5810	BUS MANG ADVERTISEMENT		500.00
00014598	03/10/2017	NEVER LIMIT YOUR LIFE	01-5810	SPEAKER FEE - LHS ASSEMBLY		3,750.00
00014599	03/10/2017	TOMMY DEL CARLO	01-5810	TRANSPORTATION REIMBURSE		52.86
00014600	03/10/2017	MODESTO DOUBLETREE HOTEL	01-5200	HOTEL ACCOMODATIONS		325.76
00014601	03/10/2017	JANIS HARDEMAN	01-5810	NURSE SERVICES		2,000.00
00014602	03/10/2017	JANE V. LEE, M.A., LMFT	01-5810	COUNSELING SERVICES		720.00
00014603	03/10/2017	LIBERTY UTILITIES CPEC	01-5500	ELECTRICAL SERVICE		409.10
00014604	03/10/2017	LIFE LAB ATTN: WORKSHOPS	01-5200	WORKSHOP REGISTRATION		300.00
00014605	03/10/2017	MARY LOWE, MFT	01-5810	COUNSELING SERVICES		960.00
00014606	03/10/2017	LRP PUBLICATIONS DEPT 170-F	01-4300	IDEA CASE STUDIES	42.23	
				Unpaid Sales Tax	2.48-	39.75
00014607	03/10/2017	LESLIE MARSDEN, MOT, OTR/L	01-5810	OCCUPATIONAL THERAPY SERVICES		2,010.00
00014608	03/10/2017	BARBARA MCKURTIS	01-5100	CONTRACTED CONSULTANT AGREEMENT		7,604.10
00014609	03/10/2017	MOBYMAX	01-5810	MOBYMAX SOFTWARE		5,180.00
00014610	03/10/2017	MARLENE MONGOLO	01-5200	PER DIEM		39.00
00014611	03/10/2017	NASCO - MODESTO	01-4300	INSTRUCTIONAL SUPPLIES		125.00
00014612	03/10/2017	NORTHEASTERN JOINT POWERS AUTHORITY	01-3602	W/C 15/16 AUDIT BALANCE DUE	840.20	
			01-9571	W/C 15/16 AUDIT BALANCE DUE	1,409.34	
			76-9571	WORKER'S COMPENSATION	5,937.50	8,187.04
00014613	03/10/2017	RAY MORGAN COMPANY	01-4400	COPIER	3,163.88	
				FINISHER/STAPLER FOR COPIER	575.98	
			01-5600	COPIER	2.61	3,742.47
00014614	03/10/2017	RED-E SET GROW ATTN: CATHY CALDWELL	01-5810	PAR RESOURCE KIT SUBSCRIPTION		483.00
00014615	03/10/2017	SUSAN ROBERTS	01-5805	INTERVIEWS LUNCH		71.15
00014616	03/10/2017	SALTILLO CORPORATION	01-4300	BATTERY CHARGER		83.00
00014617	03/10/2017	SIERRA COUNTY OFFICE OF EDUCATION	01-5808	BANK SERVICE FEES		109.33
00014618	03/10/2017	SIERRA VALLEY HOME CENTER	01-4300	MISC. SHOP SUPPLIES		126.26
00014619	03/10/2017	SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT	01-5200	REGISTRATION FOR LEAVES WKSHP	90.00	
				SELPA HOTEL	96.43	186.43
00014620	03/10/2017	TRI COUNTY SCHOOLS INSURANCE GROUP	01-9535	MAR 17 HEALTH INSURANCE	1,873.00	
			76-9576	MAR 17 HEALTH INSURANCE	15,898.00	17,771.00
00014621	03/10/2017	U.S. BANK	01-4300	PHONE FOR CLASSROOM	23.58	

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

ESCAPE ONLINE

Checks Dated 03/01/2017 through 03/31/2017

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00014621	03/10/2017	U.S. BANK	01-4300	SUPPLIES	41.33	
			01-4330	CHECK STOCK	95.44	
			01-4350	REAR WIPER ARM - SUV	26.38	
			01-5200	CCSESA HOTEL ACCOMODATIONS	260.47	
				CCSESA REGISTRATION	350.00	
				PARKING BUDGET WKSHP	1.75	
				PARKING CCSESA	3.00	
			01-5899	ACSA HOTEL ACCOMODATIONS	1,115.64	
				RENTAL CAR - ACSA	333.78	
				RENTAL CAR FUEL - ACSA	37.15	
	RENTAL CAR REFUND	15.79-				
	RETURN DVL BACKBOARD	194.97				
00014622	03/10/2017	VOYAGER		Unpaid Sales Tax	1.78-	2,465.92
			01-4350	FUEL EXPENSE	29.35	
			01-5200	FUEL EXPENSE	44.23	
00014623	03/10/2017	WORKABILITY REGION 4 SHAWNA PACHECO	01-5899	FUEL EXPENSE	104.62	178.20
			01-5200	REGISTRATION		75.00
<b>Total Number of Checks</b>					<b>30</b>	<b>58,570.07</b>

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	County School Service Fund	30	36,738.83
76	Payroll Clearing	2	21,835.50
Total Number of Checks		<b>30</b>	58,574.33
Less Unpaid Sales Tax Liability			4.26
<b>Net (Check Amount)</b>			<b>58,570.07</b>

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

ESCAPE ONLINE

**SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT**  
**2017 – 2018 Proposed School Calendar**

Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Special Days	Teacher Days	School Days
AUG	13	14	15	16	17	18	19		6	
	20	21	22	23	24	25	26	24-25 Staff Development		
	27	28	29	30*	31			28 First Day of School		
SEP						1	2		20	19
	3	4	5	6*	7	8	9	4 Labor Day Holiday		
	10	11	12	13*	14	15	16			
	17	18	19	20*	21	22	23	22 End of 1 <sup>st</sup> Month		
	24	25	26	27*	28	29	30			
OCT	1	2	3	4*	5	6	7		22	20
	8	9	10	11*	12	13	14			
	15	16	17	18*	19	20	21	20 End of 2 <sup>nd</sup> Month		
	22	23	24	25*	26	27	28	27 End of 1 <sup>st</sup> Quarter		
	29	30	31							
NOV				1*	2	3	4		19	19
	5	6	7	8*	9	10	11	10 Veteran's Day Holiday		
	12	13	14	15	16	17	18	15-17 Min. Days - End of 3 <sup>rd</sup> Month/1 <sup>st</sup> Trimester		
	19	20	21	22	23	24	25	22 Min. Day 23-24 Thanksgiving Holiday		
	26	27	28	29*	30					
DEC						1	2		16	18
	3	4	5	6*	7	8	9			
	10	11	12	13*	14	15	16	15 End of 4 <sup>th</sup> Month		
	17	18	19	20*	21	22	23	22 Min. Day		
	24	25	26	27	28	29	30	25-5 Winter Break		
JAN	31	1	2	3	4	5	6		17	19
	7	8	9	10*	11	12	13			
	14	15	16	17*	18	19	20	15 MLK Holiday 19 End of 1 <sup>st</sup> Semester		
	21	22	23	24*	25	26	27	26 End of 5 <sup>th</sup> Month		
	28	29	30	31*						
FEB					1	2	3		18	18
	4	5	6	7*	8	9	10			
	11	12	13	14*	15	16	17	12 Lincoln's Birthday Holiday		
	18	19	20	21*	22	23	24	19 President's Day Holiday 23 End of 6 <sup>th</sup> Month		
	25	26	27	28*						
MAR					1	2	3	2 End of 2 <sup>nd</sup> Trimester	21	20
	4	5	6	7*	8	9	10			
	11	12	13	14*	15	16	17			
	18	19	20	21*	22	23	24	23 End of 7 <sup>th</sup> Month/3 <sup>rd</sup> Quarter		
	25	26	27	29*	29	30	31	30 Snow Day		
APR	1	2	3	4	5	6	7	2-6 Spring Break	16	14
	8	9	10	11*	12	13	14			
	15	16	17	18*	19	20	21	20 End of 8 <sup>th</sup> Month		
	22	23	24	25*	26	27	28			
	29	30								
MAY			1	2*	3	4	5		21	20
	6	7	8	9*	10	11	12			
	13	14	15	16*	17	18	19	18 End of 9 <sup>th</sup> Month		
	20	21	22	23*	24	25	26	25 Snow Day		
	27	28	29	30*	31			28 Memorial Day Holiday		
JUN						1	2		6	13
	3	4	5	6*	7	8	9	8 Last Day of School (Min. Day)		
<b>Total Required Days</b>									<b>182</b>	<b>180</b>

*\*All Wednesdays = Early release at 1:30 pm*

**SIERRA COUNTY BOARD OF EDUCATION**

**RESOLUTION NO. 16-007**

**Office of Public School Construction Funding Authorization**

**WHEREAS**, the Office of Public School Construction provides various funding programs for school construction; and

**WHEREAS**, Sierra County Board of Education authorizes Sierra County Office of Education (SCOE) to apply for school construction funding when available and necessary.

**WHEREAS**, that the SCOE may seek funding for a viable school construction program that may meet the needs of the District.

**BE IT FURTHER RESOLVED**, that Superintendent Dr. Merrill M. Grant or Business Manager Nona Griesert 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.

Passed and adopted at a regular meeting of the Sierra County Board of Education held April 11, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Tim Driscoll, Clerk