

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

August 11, 2020  
6:00pm Regular Session

*In accordance with the Governor's Executive Order pertaining to the convening of public meetings in response to the COVID-19 pandemic, the Sierra County Board of Education will hold meetings via Zoom Videoconferencing.*

Zoom link: <https://us02web.zoom.us/j/84833658904>  
Phone dial-in: 669 900 9128 Meeting ID: 848 3365 8904

*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 Office of Education, Room 3, 109 Beckwith Road, Loyalton, CA, 96118, and posted with the online agenda at <http://www.sierracountyofficeofeducation.org> (Government Code 54957.5).*

A. CALL TO ORDER

*Please be advised that this meeting will be recorded.*

B. ROLL CALL

C. APPROVAL OF AGENDA

D. FLAG SALUTE

E. INFORMATION/DISCUSSION ITEMS

1. Correspondence

- a. California Governor's Office of Emergency Services \$25,151 Grant Application Approval Letter\*\*

2. Superintendent's Report

- a. 2020-2021 SCOE Certificated Substitute List\*\*  
b. Assignment of Alyssa Bannister, Speech and Language Aide, Loyalton Elementary School, .60 FTE, 18 hours/week, effective August 26, 2020  
c. Filling of Aide position in Downieville  
d. Professional Services Agreement with Mary Lowe for 2020-2021

3. Business Report

- a. Account Object Summary-Balance from 07/01/2020 to 07/31/2020\*\*

4. Staff Reports (5 minutes)

5. Board Member Reports (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. Three (3) minutes may be allotted to each speaker and a maximum of twenty (20) minutes to each subject matter. (Education Code [35145.5](#); Bylaw 9322; Government Code [54954.3](#))

F. CONSENT CALENDAR

1. Approval of minutes for the Regular Board Meeting held July 14, 2020\*\*  
2. Approval of Board Report-Checks Dated 07/01/2020 through 07/31/2020\*\*  
3. Approval of Consolidated Application for 2020-2021\*\*

G. ACTION ITEMS

1. New Business

***PUBLIC HEARING – Declaration of Need***

- a. Public Hearing to receive public comment regarding the announcement of the adoption of the Declaration of Need for Fully Qualified Educators for the 2020-2021 School Year (Item b)
- b. Approval of the Declaration of Need for Fully Qualified Educators for the 2020-2021 school year *A diligent search to recruit fully prepared teacher(s) was made and an insufficient number of certificated persons met the Sierra County Office of Education's employment criteria for the position(s)\*\**
- c. Approval of the CBEST Waiver for Substitute Teachers *(The Sierra COE has been unable to recruit enough day-to-day substitute teachers who have not had an opportunity to take and pass all sections of the California Basic Educational Skills Test. The SCOE anticipates employing no greater than three (3) day-to-day substitutes on variable term CBEST waiver for the 2020-2021 school year) \*\**

BOARD POLICIES, ADMINISTRATIVE REGULATIONS, EXHIBITS, BOARD BYLAWS


- d. 0470—COVID-19 Mitigation Plan
  1. Board Policy, *revisions\*\**
- e. 4112.9~4212.9~4312.9—Employee Notifications
  1. Board Policy, *revisions\*\**
  2. Exhibit, *revisions\*\**
- f. 4113—Assignment
  1. Board Policy, *revisions\*\**
  2. Administrative Regulation, *revisions\*\**
- g. 5141.5—Mental Health
  1. Board Policy, *NEW\*\**
- h. 5145.3—Nondiscrimination/Harassment
  1. Board Policy, *revisions\*\**
  2. Administrative Regulation, *revisions\*\**
- i. 6020—Parent Involvement
  1. Board Policy, *revisions\*\**
  2. Administrative Regulation, *revisions\*\**
- j. 6115—Ceremonies and Observances
  1. Board Policy, *revisions\*\**
  2. Administrative Regulation, *revisions\*\**

H. ADVANCED PLANNING

1. Next Regular Board Meeting will be held on September 08, 2020 beginning with Closed Session as needed at 5:00pm and the Regular Board Meeting at 6:00pm.  
*\*\*\*\*Location to be determined\*\*\*\**
2. Suggested Agenda Items

I. ADJOURN

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



James Berardi, Superintendent  
Secretary to the County Board of Education



July 7, 2020

Nona Griesert  
Business Manager  
Sierra County Office of Education  
P.O. Box 955  
Loyalton, CA 96118

SUBJECT: NOTIFICATION OF SUBRECIPIENT APPLICATION APPROVAL  
FY 2019 School Communications Interoperability Grant Program  
Subaward #: 2019-3030, Cal OES ID: 091-91008

Dear Ms Griesert:

The California Governor's Office of Emergency Services (Cal OES) has approved your FY 2019 School Communications Interoperability Grant Program application in the amount of \$25,151. You may not expend grant funds until all required documents are received and approved. Once the required documents are received and approved, you may begin to expend grant funds and request reimbursement of eligible grant expenditures using the Cal OES Financial Management Forms Workbook (FMFW).

This grant is subject to all policies and provisions set by Cal OES. Any funds received in excess of current needs, approved amounts, or those found owed as a result of a final review or audit, must be refunded to the State within 30 days upon receipt of an invoice from Cal OES.

For additional information, please contact your Cal OES Program Representative.

Homeland Security & Emergency Management Grants Processing

Enclosure

cc: Subrecipient file

**RECEIVED**

**JUL 13 2020**

**SCOE  
SPJUSD**



(Cal OES Use Only)

Cal OES # \_\_\_\_\_ FIPS # 091-91008 VS# 00 Subaward # 2019-3030

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
GRANT SUBAWARD FACE SHEET**

The California Governor's Office of Emergency Services (Cal OES) hereby makes a Grant Subaward of funds to the following:

1. Subrecipient: Sierra County Board of Education 1a. DUNS#: \_\_\_\_\_  
 2. Implementing Agency: Sierra County Office of Education 2a. DUNS#: 557151776  
 3. Implementing Agency Address: 109 Beckwith Rd, PO Box 955 Loyalton 96118-0955  
 (Street) (City) (Zip+4)  
 4. Location of Project: Loyalton Sierra 96118-0955  
 (City) (County) (Zip+4)  
 5. Disaster/Program Title: School Communications Interoperability Grant Program 6. Performance Period: 01/01/2020 to 12/31/2021  
 (Start Date) (End Date)  
 7. Indirect Cost Rate: N/A Federally Approved ICR (if applicable): N/A %

Item Number	Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
8.	2019	SCIGP	\$25,151					\$0	\$25,151
9.	Select	Select						\$0	\$0
10.	Select	Select						\$0	\$0
11.	Select	Select						\$0	\$0
12.	Select	Select						\$0	\$0
<b>Total</b>	<b>Project</b>	<b>Cost</b>	<b>\$25,151</b>	<b>\$0</b>	<b>\$25,151</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,151</b>

13. **Certification** - This Grant Subaward consists of this title page, the application for the grant, which is attached and made a part hereof, and the Assurances/Certifications. I hereby certify I am vested with the authority to enter into this Grant Subaward, and have the approval of the City/County Financial Officer, City Manager, County Administrator, Governing Board Chair, or other Approving Body. The Subrecipient certifies that all funds received pursuant to this agreement will be spent exclusively on the purposes specified in the Grant Subaward. The Subrecipient accepts this Grant Subaward and agrees to administer the grant project in accordance with the Grant Subaward as well as all applicable state and federal laws, audit requirements, federal program guidelines, and Cal OES policy and program guidance. The Subrecipient further agrees that the allocation of funds may be contingent on the enactment of the State Budget.

14. **CA Public Records Act** - Grant applications are subject to the California Public Records Act, Government Code section 6250 et seq. Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please attach a statement that indicates what portions of the application and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

15. **Official Authorized to Sign for Subrecipient:**  
 Name: Nana Griesert Title: Business Manager  
 Payment Mailing Address: PO Box 955 City: Loyalton Zip Code+4: 96118-0955  
 Signature: [Signature] Date: 04/07/2020

16. **Federal Employer ID Number:** 94-6003301  
 (FOR Cal OES USE ONLY)

I hereby certify upon my personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.  
Mary Rucker 6/12/2020 [Signature] 6/12/2020  
 (Cal OES Fiscal Officer) (Date) (Cal OES Director or Designee) (Date)

ENY: 2019-20 Chapter: 23 SL: 14535  
 Item: 0690-101-0001 Pgm: 0385  
 Fund: General Fund  
 Program: School Communications Interoperability Grant Program  
 Match Req.: None  
 Project ID: OES19CCCC000000, Amount: \$25,151  
 SC: 2019-14535

19LA0323 00

M.L.# 708581

**RECEIVED**  
 By Cal OES at 8:43 pm, May 25, 2020

**SIERRA COUNTY OFFICE OF EDUCATION  
CERTIFICATED SUBSTITUTE LIST 2020-2021**

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>CREDENTIAL</b>	<b>SERVES</b>
CORCORAN	CANDY	EMERGENCY 30 DAY SUBSTITUTE	Loyalton Schools
DONNELLY	AMBER	CLEAR SINGLE SUBJ BUSINESS, SPANISH	Loyalton Schools
DOUVILLE	PAUL	CLEAR MULTIPLE SUBJECT	Downieville School
GALAN	KAREN	CLEAR MULTIPLE SUBJECT	Downieville School
JOHNSTON	JAMES	ELEMENTARY ED/ADMIN	Downieville School
LOPEZ	SYLVIA	EMERGENCY 30 DAY SUBSTITUTE	Downieville School
McKINNEY	KIM	CLEAR SINGLE SUBJ MATHEMATICS	Loyalton & Downieville Gr. 7-12
MONGOLO	MARLENE	MULTIPLE SUBJECT/SPECIAL ED	Loyalton, Downieville
OSTROM	SIGURD	SINGLE SUBJ ART, P.E. w/SUPP BIOLOGY	All Schools 7-12
ROBERTS	VIRGINIA	EMERGENCY 30 DAY SUBSTITUTE	Loyalton Schools
TEAGUE	ERNEST	STANDARD SECONDARY/ELEM	All Schools
THOMPSON	NANCY	STANDARD TEACHING CREDENTIAL	Loyalton Elementary
			7/24/20
			doc:Sub List/SCOE substitute list 2020-21_Board_Aug 2020

Balances through July						Fiscal Year 2020/21
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
<b>Fund 01 - Gen Fund</b>						
1100	Teachers Salaries	362,817.00	362,817.00	307,777.00	3,600.00	51,440.00
1115	Certificated Extra Duty	1,500.00	1,500.00			1,500.00
1120	Certificated Substitutes	11,000.00	11,000.00			11,000.00
1200	Certificated Pupil Support Ser	30,561.00	30,561.00	28,014.03	2,546.73	.24
1300	Certificated Supervisor Admini	193,338.00	193,338.00	171,176.17	15,561.47	6,600.36
1310	Teacher in Charge	10,000.00	10,000.00	10,000.00		.00
	<b>Total for Object 1000</b>	<b>609,216.00</b>	<b>609,216.00</b>	<b>516,967.20</b>	<b>21,708.20</b>	<b>70,540.60</b>
2100	Instructional Aides' Salaries	182,919.00	182,919.00		389.52	182,529.48
2115	Classified Extra Duty	1,000.00	1,000.00			1,000.00
2120	Classified Substitutes	5,071.00	5,071.00			5,071.00
2200	Classified Support Salaries	38,348.00	38,348.00	12,123.08	484.59	25,740.33
2215	Classified Support Extra Duty	1,000.00	1,000.00			1,000.00
2220	Classified Substitute Salaries	1,000.00	1,000.00			1,000.00
2300	Classified Supervisors' Admini	119,910.00	119,910.00	99,605.00	9,115.00	11,190.00
2400	Clerical Technical Office Staf	131,453.00	131,453.00	117,270.75	9,432.00	4,750.25
2420	Clerical Substiture	250.00	250.00			250.00
2900	Other Classified Salaries	18,984.00	18,984.00		273.00	18,711.00
	<b>Total for Object 2000</b>	<b>499,935.00</b>	<b>499,935.00</b>	<b>228,998.83</b>	<b>19,694.11</b>	<b>251,242.06</b>
3101	STRS Certificated Positions	168,308.00	168,308.00	83,490.38	3,505.88	81,311.74
3102	STRS Classified Positions	24,778.00	24,778.00	777.00		24,001.00
3202	PERS Classified Positions	96,296.00	96,296.00	51,060.26	4,487.06	40,748.68
3301	OASDI Certificated Positions	4,347.00	4,347.00			4,347.00
3302	OASDI Classified Positions	30,015.00	30,015.00	13,808.98	1,210.93	14,995.09
3311	Medicare Certificated Position	8,522.00	8,522.00	7,197.16	305.16	1,019.68
3312	Medicare Classified Positions	7,181.00	7,181.00	3,299.30	283.65	3,598.05
3401	Health & Welfare Benefits Cert	120,128.00	120,128.00	106,133.19	2,771.89	11,222.92
3402	Health & Welfare Benefits Clas	112,389.00	112,389.00	65,788.14	5,980.74	40,620.12
3501	SUI Certificated	304.00	304.00	258.45	10.85	34.70
3502	SUI Classified	251.00	251.00	114.52	9.68	126.80
3601	Workers' Compensation Certific	22,464.00	22,464.00	18,834.26	798.56	2,831.18
3602	Workers' Compensation Classifi	18,818.00	18,818.00	8,633.68	742.24	9,442.08
3901	Golden Handshake	15,000.00	15,000.00			15,000.00
3902	Golden Handshake-Class	15,000.00	15,000.00			15,000.00
	<b>Total for Object 3000</b>	<b>643,801.00</b>	<b>643,801.00</b>	<b>359,395.32</b>	<b>20,106.64</b>	<b>264,299.04</b>
4100	Approved Textbooks Core Curric	1,103.00	1,103.00			1,103.00

Balances through July						Fiscal Year 2020/21
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
<b>Fund 01 - Gen Fund (continued)</b>						
4300	Materials and Supplies	46,202.00	46,202.00	199.28	4.47-	46,007.19
4320	Custodial Grounds Supplies	1,500.00	1,500.00	36.21		1,463.79
4330	Office Supplies	2,500.00	2,500.00	180.00		2,320.00
4350	Vehicle Upkeep	5,000.00	5,000.00	2,000.00		3,000.00
4399	Mat & Sup Undesignated Bal	879.00	879.00			879.00
4400	Noncapitalized Equipment	12,020.00	12,020.00			12,020.00
	<b>Total for Object 4000</b>	<b>69,204.00</b>	<b>69,204.00</b>	<b>2,415.49</b>	<b>4.47-</b>	<b>66,792.98</b>
5100	Subagreements for Services	15,000.00	15,000.00			15,000.00
5200	Travel and Conference	17,079.00	17,079.00	5,262.50		11,816.50
5300	Dues and Membership	16,246.00	16,246.00	4,473.87	10,613.17	1,158.96
5400	Insurance	11,000.00	11,000.00		14,575.81	3,575.81-
5500	Operation Housekeeping Service	14,500.00	14,500.00	4,000.00		10,500.00
5600	Rentals, Leases, Repairs, Nonc	1,850.00	1,850.00	728.20	71.76	1,050.04
5801	Legal Services	18,500.00	18,500.00	5,000.00		13,500.00
5803	Legal Publications	500.00	500.00			500.00
5805	Personnel Expense	242.00	242.00			242.00
5808	Other Services & Fees	1,500.00	1,500.00	1,634.99	115.01	250.00-
5810	Contracted Services	418,463.00	418,463.00	271,285.68	26,251.59	120,925.73
5899	SPJUSD to Reimburse			4,322.23	25,866.90	30,189.13-
5900	Communications	10,500.00	10,500.00	8,503.88	773.08	1,223.04
	<b>Total for Object 5000</b>	<b>525,380.00</b>	<b>525,380.00</b>	<b>305,211.35</b>	<b>78,267.32</b>	<b>141,901.33</b>
6400	Equipment	79,255.00	79,255.00	52,063.06		27,191.94
6500	Equipment Replacement	15,000.00	15,000.00			15,000.00
	<b>Total for Object 6000</b>	<b>94,255.00</b>	<b>94,255.00</b>	<b>52,063.06</b>	<b>.00</b>	<b>42,191.94</b>
7110	County Tuition Inter Dist Agree	25,000.00	25,000.00			25,000.00
7141	Tuition, excess cost etc betwe	24,428.00	24,428.00			24,428.00
7310	Direct Support/Indirect Costs					.00
	<b>Total for Object 7000</b>	<b>49,428.00</b>	<b>49,428.00</b>	<b>.00</b>	<b>.00</b>	<b>49,428.00</b>
	<b>Total for Fund 01 and Expense accounts</b>	<b>2,491,219.00</b>	<b>2,491,219.00</b>	<b>1,465,051.25</b>	<b>139,771.80</b>	<b>886,395.95</b>
<b>Fund 11 - ADULT ED</b>						
1100	Teachers Salaries				1,769.50	1,769.50-
1300	Certificated Supervisor Admini	89,732.00	89,732.00	82,254.37	7,477.67	.04-
	<b>Total for Object 1000</b>	<b>89,732.00</b>	<b>89,732.00</b>	<b>82,254.37</b>	<b>9,247.17</b>	<b>1,769.54-</b>
2100	Instructional Aides' Salaries	5,684.00	5,684.00			5,684.00

Selection Filtered by User Permissions, (Org = 1, Online/Offline = N, Fiscal Year = 2021, Period = 1, Unposted JEs? = N, Assets and Liabilities? = N, Restricted Accts? = Y, Object = 1-7, SACS Fund? = N, Fund Page Break? = N, Obj Lvl = 4, Obj Digits = 1, Page Break? = N)

Balances through July						Fiscal Year 2020/21
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
<b>Fund 11 - ADULT ED (continued)</b>						
2200	Classified Support Salaries	14,210.00	14,210.00			14,210.00
	<b>Total for Object 2000</b>	<b>19,894.00</b>	<b>19,894.00</b>	<b>.00</b>	<b>.00</b>	<b>19,894.00</b>
3101	STRS Certificated Positions	19,692.00	19,692.00	13,284.04	1,493.41	4,914.55
3202	PERS Classified Positions	3,031.00	3,031.00			3,031.00
3302	OASDI Classified Positions	1,233.00	1,233.00			1,233.00
3311	Medicare Certificated Position	1,301.00	1,301.00	1,192.73	134.09	25.82-
3312	Medicare Classified Positions	288.00	288.00			288.00
3401	Health & Welfare Benefits Cert	12,767.00	12,767.00	11,702.90	1,063.90	.20
3501	SUI Certificated	45.00	45.00	41.14	4.62	.76-
3502	SUI Classified	10.00	10.00			10.00
3601	Workers' Compensation Certific	3,589.00	3,589.00	3,121.03	350.87	117.10
3602	Workers' Compensation Classifi	795.00	795.00			795.00
	<b>Total for Object 3000</b>	<b>42,751.00</b>	<b>42,751.00</b>	<b>29,341.84</b>	<b>3,046.89</b>	<b>10,362.27</b>
4100	Approved Textbooks Core Curric	5,000.00	5,000.00			5,000.00
4300	Materials and Supplies	3,000.00	3,000.00	125.00		2,875.00
4320	Custodial Grounds Supplies	1,500.00	1,500.00			1,500.00
4330	Office Supplies	1,000.00	1,000.00			1,000.00
4350	Vehicle Upkeep	150.00	150.00	1,184.22		1,034.22-
4400	Noncapitalized Equipment	2,500.00	2,500.00			2,500.00
	<b>Total for Object 4000</b>	<b>13,150.00</b>	<b>13,150.00</b>	<b>1,309.22</b>	<b>.00</b>	<b>11,840.78</b>
5200	Travel and Conference	1,500.00	1,500.00	1,000.00		500.00
5203	MILEAGE	1,000.00	1,000.00			1,000.00
5300	Dues and Membership	700.00	700.00	1,200.00		500.00-
5500	Operation Housekeeping Service	1,250.00	1,250.00	4,000.00		2,750.00-
5600	Rentals, Leases, Repairs, Nonc	2,500.00	2,500.00	2,058.00		442.00
5801	Legal Services	1,000.00	1,000.00			1,000.00
5810	Contracted Services	15,000.00	15,000.00	299.80	3,600.00	11,100.20
5900	Communications	5,000.00	5,000.00	1,123.08	76.92	3,800.00
	<b>Total for Object 5000</b>	<b>27,950.00</b>	<b>27,950.00</b>	<b>9,680.88</b>	<b>3,676.92</b>	<b>14,592.20</b>
6200	Building and Improvement of Bu			7,961.50		7,961.50-
6400	Equipment	7,633.00	7,633.00			7,633.00
	<b>Total for Object 6000</b>	<b>7,633.00</b>	<b>7,633.00</b>	<b>7,961.50</b>	<b>.00</b>	<b>328.50-</b>
7619	Other Authorized Interfund Tra	4,090.00	4,090.00			4,090.00
	<b>Total for Fund 11 and Expense accounts</b>	<b>205,200.00</b>	<b>205,200.00</b>	<b>130,547.81</b>	<b>15,970.98</b>	<b>58,681.21</b>



Balances through July						Fiscal Year 2020/21
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
<b>Fund 16 - FOREST RES</b>						
7211	Transfers of Pass-through Rev	330,000.00	330,000.00			330,000.00
7619	Other Authorized Interfund Tra	58,250.00	58,250.00			58,250.00
<b>Total for Fund 16, Expense accounts and Object 7000</b>		<b>388,250.00</b>	<b>388,250.00</b>	<b>.00</b>	<b>.00</b>	<b>388,250.00</b>
<b>Total for Org 001 - Sierra County Office of Education</b>		<b>3,084,669.00</b>	<b>3,084,669.00</b>	<b>1,595,599.06</b>	<b>155,742.78</b>	<b>1,333,327.16</b>

MINUTES FOR THE REGULAR MEETING OF THE  
SIERRA COUNTY BOARD OF EDUCATION  
July 14, 2020

*In accordance with the Governor's Executive Order pertaining to the convening of public meetings in response to the COVID-19 pandemic, the Sierra County Board of Education held this meeting via Zoom Videoconferencing for the public.*

*Board Members met at Sierra County Office of Education, Room 4, 109 Beckwith Road, Loyalton CA 96118*

5:30pm Closed Session  
6:00pm Regular Session

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A. CALL TO ORDER

*Vice President NICOLE STANNARD called the meeting to order at 5:33pm.*

B. ROLL CALL

PRESENT: Patty Hall, President (*joined meeting at 5:40pm via Zoom*)  
Nicole Stannard, Vice President  
Allen Wright, Clerk (*via Zoom*)  
Mike Moore, Member (*via Zoom*)  
Jenny Gant, Member

ABSENT: NONE

C. APPROVAL OF AGENDA

*MOORE/GANT*  
*4/0*

D. PUBLIC COMMENT FOR CLOSED SESSION

*None*

E. CLOSED SESSION

The Board of Trustees, Superintendent James Berardi and Business Manager Nona Griesert moved into Closed Session at 5:34pm to discuss the following item(s):

1. Government Code 54957  
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

F. RETURN TO OPEN SESSION at 5:54pm and ADJOURN FOR BREAK

G. RECONVENE at 6:05pm

H. FLAG SALUTE

I. REPORT OUT FROM CLOSED SESSION

*STANNARD: No action taken, discussion and information only.*

J. INFORMATION/DISCUSSION ITEMS

1. Superintendent's Report
  - a. Recommendation for Reduction and Elimination of Particular Kinds of Service for 2020-2021, Classified Employees, Resolution No. 20-011C  
*BERARDI: As discussed and voted on at the Special Meeting for the District July 1<sup>st</sup>, we are also distributing Reduction in Force notices for County Classified Employees with the intent to bring back as many Classified Employees as possible based on how our re-opening strategy turns out for starting the 20-21 school year. There are too many unknowns at this point to plan on bringing back a full staff if they are not needed. Ensuring full transparency here so there are no surprises.*

- b. Acceptance of resignation for Daniel Williams, Custodian for Adult Education, .15 FTE, 6 hours/week, Effective June 30, 2020
- c. Cutting Custodian position for Adult Education down to 3 hours/week
- d. Approval of Assignment of Niecea Freeman, Downieville Teacher, 1.0 FTE  
*BERARDI: Niecea is moving from a District position to a County position taking on TK/K-1 assignment in order to step into the Lead Teacher position as well. She is working on her Administrative Credential to take on an administrator role so there can be administrative coverage five days a week versus the current two days a week built into my schedule as acting principal for Downieville along with my role as County & District Superintendent.*
- e. SARB Annual Report  
*BERARDI: Attendance tracking and SARB is going to look a lot different this year depending on how our school format looks. The intent of SARB is not to discipline, but to make sure we can get and keep kids engaged and participating in their learning process and experience.*

2. Business Report

- a. Account Object Summary-Balance from 07/01/2019 to 06/30/2020

3. Staff Reports

*SELPA—BETHKE: Created and submitted a plan to County for re-opening – assessment process is the main focus for working with Special Education students. Waiting for feedback and/or approval on that.*

4. Board Member Reports

*None*

5. Public Comment

*None*

K. CONSENT CALENDAR

- 1. Approval of minutes for the Regular Board Meeting held June 23, 2020\*\*
- 2. Approval of Board Report-Checks Dated 06/01/2020 through 06/30/2020\*\*
- 3. Approval of Quarterly Report on Williams Uniform Complaints for quarter ending 06/30/2020. 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.*
  - a. 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 06/30/2020.

*WRIGHT/HALL  
5/0*

L. ACTION ITEMS

1. New Business

- a. Adoption of Resolution 20-010C, Fund Transfers for 2020-2021 Fiscal Year  
*MOORE/HALL*

*ROLL CALL VOTE:*

*HALL – AYE*

*STANNARD – AYE*

*WRIGHT – AYE*

*MOORE – AYE*

*GANT – AYE*

*5/0*

- b. Approval of Extra Duty Assignments and Stipends for 2020-2021  
*GANT/MOORE*  
5/0

BOARD POLICIES, ADMINISTRATIVE REGULATIONS, EXHIBITS, BOARD BYLAWS

*WRIGHT* motioned to approve c-h as presented. Second by *HALL*.  
5/0

- c. 0430—Comprehensive Local Plan for Special Education
  - 1. Board Policy, *revisions*
  - 2. Administrative Regulation, *revisions*
- d. 1312.3—Uniform Complaint Procedures
  - 1. Board Policy, *revisions*
  - 2. Administrative Regulation, *revisions*
- e. 1340—Access to District Records
  - 1. Board Policy, *revisions*
  - 2. Administrative Regulation, *revisions*
- f. 4119.42/4219.42/4319.42—Exposure Control Plan for Bloodborne Pathogens
  - 1. Board Policy, *revisions*
  - 2. Administrative Regulation, *revisions*
  - 3. Exhibit, *revisions*
- g. 4119.43/4219.43/4319.43—Universal Precautions
  - 1. Board Policy, *revisions*
  - 2. Administrative Regulation, *revisions*
- h. 4151/4251/4351—Employee Compensation
  - 1. Board Policy, *revisions*

M. ADVANCED PLANNING

- 1. Next Regular Board Meeting will be held on August 11, 2020 beginning with Closed Session as needed at 5:00pm and the Regular Board Meeting at 6:00pm.  
\*\*\*\**Location to be determined*\*\*\*\*
- 2. Suggested Agenda Items  
*None*

N. ADJOURN at 6:33pm  
*WRIGHT/HALL*  
5/0

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Allen Wright, Clerk

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James Berardi, Superintendent  
Secretary to the County Board of Education



SIERRA COUNTY OFFICE OF EDUCATION—SCOE  
CLOSED SESSION REPORTING FORM

DATE: July 14, 2020

CLOSED SESSION BEGAN AT: 5:34 A.M./P.M.

BOARD MEMBERS PRESENT:

Patty Hall  Allen Wright  Mike Moore  Jenny Gant  Nicole Stannard  
@ 5:40

OTHERS PRESENT:

James Berardi, Superintendent  
 Nona Griesert, Business Manager  
 Blaine D. Tech  
 Kristi J. (Admin Asst)

I. SESSION TOPIC(S):

Item #1—Government Code 54957

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

RESULT:

- DIRECTION WAS GIVEN TO SUPERINTENDENT  
 THE CLOSED SESSION WAS FOR PURPOSES OF DISCUSSION ONLY. NO ACTION WAS TAKEN.  
 A ROLL CALL VOTE WAS TAKEN:  
HALL \_\_\_\_\_ WRIGHT \_\_\_\_\_ MOORE \_\_\_\_\_ GANT \_\_\_\_\_ STANNARD \_\_\_\_\_  
 A ROLL CALL VOTE WAS TAKEN IN OPEN SESSION:  
HALL \_\_\_\_\_ WRIGHT \_\_\_\_\_ MOORE \_\_\_\_\_ GANT \_\_\_\_\_ STANNARD \_\_\_\_\_

Item #2—Government Code

RESULT:

- DIRECTION WAS GIVEN TO SUPERINTENDENT  
 THE CLOSED SESSION WAS FOR PURPOSES OF DISCUSSION ONLY. NO ACTION WAS TAKEN.  
 A ROLL CALL VOTE WAS TAKEN:  
HALL \_\_\_\_\_ WRIGHT \_\_\_\_\_ MOORE \_\_\_\_\_ GANT \_\_\_\_\_ STANNARD \_\_\_\_\_  
 A ROLL CALL VOTE WAS TAKEN IN OPEN SESSION:  
HALL \_\_\_\_\_ WRIGHT \_\_\_\_\_ MOORE \_\_\_\_\_ GANT \_\_\_\_\_ STANNARD \_\_\_\_\_

II. MOTION TO ADJOURN CLOSED SESSION AT 5:54 A.M./P.M. AND RETURN TO OPEN SESSION

BY: Mike Moore (NAME) SECONDED: Patt Hall (NAME)

MOTION  PASSED /  FAILED 5:0

PRESIDED BY: Nicole Stannard  
~~Patty Hall, PRESIDENT~~  
Nicole Stannard,  
Vice President

RECORDED BY: Allen Wright  
Allen Wright, CLERK

Checks Dated 07/01/2020 through 07/31/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
00015700	07/17/2020	ADMINISTRATIVE SOFTWARE APPLICATIONS, INC.	11-5810	ATTENDANCE/TRANSCRIPT SOFTWARE		3,600.00
00015701	07/17/2020	CIT	01-5900	PHONE SYSTEM/MAINTENANCE		773.08
00015702	07/17/2020	CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION	01-4300	SALES TAX	.30-	
			01-9502	SALES TAX	138.30	138.00
00015703	07/17/2020	CASBO	01-5300	CASBO DUES		500.00
00015704	07/17/2020	CCSESA	01-5300	AESA MEMBERSHIP	260.00	
				BASC STEERING COMMITTEE	1,000.00	
				CCSESA DUES	7,606.00	
				PASSCO DUES	700.00	
				TTSC MEMBERSHIP DUES	400.00	9,966.00
00015705	07/17/2020	FRONTLINE TECHNOLOGIES GROUP LLC	01-5810	ESCAPE LICENSE/PROGRAMMING	25,651.59	
			01-5899	ESCAPE LICENSE/PROGRAMMING	25,651.59	51,303.18
00015706	07/17/2020	LIBERTY UTILITIES CPEC	01-9500	ELECTRICAL SERVICE	75.35	
			11-9500	ELECTRICAL SERVICE	82.58	157.93
00015707	07/17/2020	RONALD M. MARTIN MARTIN SECURITY SYSTEMS	01-5810	ANNUAL ALARM FEE		600.00
00015708	07/17/2020	NORTHEASTERN JOINT POWERS AUTHORITY	76-9571	WORKER'S COMPENSATION		10,411.75
00015709	07/17/2020	NCS PEARSON, INC.	01-9500	FORMS		369.33
00015710	07/17/2020	PITNEY BOWES, INC.	01-5600	POSTAGE MACHINE LEASE	71.76	
			01-5899	POSTAGE MACHINE LEASE	215.31	287.07
00015711	07/17/2020	PLUMAS-SIERRA TELECOMMUNICATIONS	11-9500	BROADBAND SERVICE		218.00
00015712	07/17/2020	PRESENCELEARNING, INC.	01-9500	PRESENCE LEARNING		3,202.83
00015713	07/17/2020	SIERRA COUNTY OFFICE OF EDUCATION	01-5808	BANK SERVICE FEES	115.01	
			01-9500	BANK SERVICE FEES	30.00	145.01
00015714	07/17/2020	SISKIYOU COUNTY OFFICE OF EDUCATION	01-9500	COALITION DUES		1,847.04
00015715	07/28/2020	AT&T	11-5900	PHONE		76.92
00015716	07/28/2020	SEMINGSON ARCHITECTURE & ENGINEERING, INC.	11-9500	ADA ACCESS/DRAWINGS		1,269.00
00015717	07/28/2020	TRI COUNTY SCHOOLS INSURANCE GROUP	01-5400	PROPERTY/CASUALTY PREMIUMS	14,575.81	
			01-9535	JULY 20 HEALTH INSURANCE	2,091.00	
			76-9576	JULY 20 HEALTH INSURANCE	17,318.90	33,985.71
<b>Total Number of Checks</b>					<b>18</b>	<b>118,850.85</b>

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	County School Service Fund	13	85,873.70

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.

Checks Dated 07/01/2020 through 07/31/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
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**Fund Summary**

Fund	Description	Check Count	Expensed Amount
11	ADULT EDUCATION	5	5,246.50
76	Payroll Clearing	2	27,730.65
Total Number of Checks		<b>18</b>	118,850.85
Less Unpaid Sales Tax Liability			.00
<b>Net (Check Amount)</b>			<b>118,850.85</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



2020-21 Certification of Assurances


Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <https://www.cde.ca.gov/fg/aa/co/ca20assurancetoc.asp>.

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, [conappsupport@cde.ca.gov](mailto:conappsupport@cde.ca.gov), 916-319-0297

Consolidated Application Certification Statement

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to participate in the monitoring process regarding the use of these funds according to the standards and criteria set forth by the California Department of Education Federal Program Monitoring (FPM) Office. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this form are on file.

Authorized Representative's Full Name	James Berardi
Authorized Representative's Signature	
Authorized Representative's Title	Superintendent
Authorized Representative's Signature Date	07/21/2020

\*\*\*Warning\*\*\*

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

**2020-21 Protected Prayer Certification**

Every Student Succeeds Act (ESSA) Section 8524 specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

**CDE Program Contact:**

Franco Rozic, Title I Monitoring and Support Office, [frozic@cde.ca.gov](mailto:frozic@cde.ca.gov), 916-319-0269

**Protected Prayer Certification Statement**

The local educational agency (LEA) hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	James Berardi
Authorized Representative's Title	Superintendent
Authorized Representative's Signature Date	07/21/2020
Comment If the LEA is not able to certify at this time, then an explanation must be provided in the Comment field. (Maximum 500 characters)	

**\*\*\*Warning\*\*\***

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**2020-21 LCAP Federal Addendum Certification**

**CDE Program Contact:**

Local Agency Systems Support Office, [LCFF@cde.ca.gov](mailto:LCFF@cde.ca.gov), 916-323-5233

**Initial Application**

To receive initial funding under the Every Student Succeeds Act (ESSA), a local educational agency (LEA) must have a plan approved by the State Educational Agency on file with the State. Within California, LEAs that apply for ESSA funds for the first time are required to complete the Local Control and Accountability Plan (LCAP), the LCAP Federal Addendum Template (Addendum), and the Consolidated Application (ConApp). The LCAP, in conjunction with the Addendum and the ConApp, serve to meet the requirements of the ESSA LEA Plan.

In order to initially apply for funds, the LEA must certify that the current LCAP has been approved by the local governing board or governing body of the LEA. As part of this certification, the LEA agrees to submit the LCAP Federal Addendum, that has been approved by the local governing board or governing body of the LEA, to the California Department of Education (CDE) and acknowledges that the LEA agrees to work with the CDE to ensure that the Addendum addresses all required provisions of the ESSA programs for which they are applying for federal education funds.

**Returning Application**

If the LEA certified a prior year LCAP Federal Addendum Certification data collection form in the Consolidated Application and Reporting System, then the LEA may use in this form the same original approval or adoption date used in the prior year form.

<b>County Office of Education (COE) / District</b>	07/01/2017
For a COE, enter the original approval date as the day the CDE approved the current LCAP. For a district, enter the original approval date as the day the COE approved the current LCAP	
<b>Direct Funded Charter</b>	
Enter the adoption date of the current LCAP	
Authorized Representative's Full Name	James Berardi
Authorized Representative's Title	Superintendent

**\*\*\*Warning\*\*\***

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**2020-21 Application for Funding**

**CDE Program Contact:**

Consolidated Application Support Desk, Education Data Office, [conappsupport@cde.ca.gov](mailto:conappsupport@cde.ca.gov), 916-319-0297

**Local Governing Board Approval**

The local educational agency (LEA) is required to review and receive approval of their Application for Funding selections with their local governing board.

Date of approval by local governing board	08/11/2020
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**District English Learner Advisory Committee Review**

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

DELAC representative's full name (non-LEA employee)	
DELAC review date	
Meeting minutes web address Please enter the web address of DELAC review meeting minutes (format <a href="http://SomeWebsiteName.xxx">http://SomeWebsiteName.xxx</a> ). If a web address is not available, then the LEA must keep the minutes on file which indicate that the application was reviewed by the committee.	
DELAC comment  If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment. (Maximum 500 characters)	DELAC Advisory Committee is not required. EL population is under the threshold.

**Application for Categorical Programs**

To receive specific categorical funds for a school year, the LEA must apply for the funds by selecting Yes below. Only the categorical funds that the LEA is eligible to receive are displayed.

<b>Title I, Part A (Basic Grant)</b> ESSA Sec. 1111et seq. SACS 3010	Yes
<b>Title II, Part A (Supporting Effective Instruction)</b> ESEA Sec. 2104 SACS 4035	Yes
<b>Title III English Learner</b> ESEA Sec. 3102 SACS 4203	No
<b>Title III Immigrant</b>	No

**\*\*\*Warning\*\*\***

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2020-21 Application for Funding

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, [conappsupport@cde.ca.gov](mailto:conappsupport@cde.ca.gov), 916-319-0297

ESEA Sec. 3102 SACS 4201	
<b>Title IV, Part A (Student and School Support)</b> ESSA Sec. 4101 SACS 4127	Yes

\*\*\*Warning\*\*\*

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### 2020-21 Substitute System for Time Accounting

This certification may be used by auditors and by California Department of Education oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the local educational agency (LEA) submits and certifies this data collection.

**CDE Program Contact:**

Arturo Ambriz, Fiscal Oversight and Support Office, [AAmbriz@cde.ca.gov](mailto:AAmbriz@cde.ca.gov), 916-323-0765

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate.

Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the web at <https://www.cde.ca.gov/fg/ac/sa/>.

2020-21 Request for authorization	No
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	

**\*\*\*Warning\*\*\***

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.







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

**EFFORTS TO RECRUIT CERTIFIED PERSONNEL**

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

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

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

**EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL**

Has your agency established a District Intern program? Yes  No

If no, explain. Small rural single county school district; limited staff and resources to establish intern program

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

If yes, how many interns do you expect to have this year? 1

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

National University  
 \_\_\_\_\_  
 \_\_\_\_\_

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

\_\_\_\_\_  
 \_\_\_\_\_

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

James Berardi  
Superintendent

109 Beckwith Road  
Loyalton CA 96118  
530 993-1660

**Notice of Public Hearing**

*Zoom link:* <https://us02web.zoom.us/j/84833658904>  
*Phone dial-in:* 669 900 9128    *Meeting ID:* 848 3365 8904

Notice is hereby given that the Sierra County Board of Education will hold a public hearing on Tuesday, August 11, 2020, at the 6:00 pm meeting, via Zoom videoconferencing, for the purpose of:

**Receiving public comment on recruitment of certificated personnel. A diligent search to recruit fully prepared teacher(s) was made and an insufficient number of certificated persons met the Sierra County Office of Education's employment criteria for the position(s) for the 2020-2021 school year.**



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James Berardi, Superintendent

Posted: 08/07/2020  
District Office, 109 Beckwith Road, Loyalton  
Loyalton Elementary School, Loyalton  
Loyalton High School, Loyalton  
Downieville School, Downieville  
Post Office, Leonards, Goldenwest  
z:Notice of Public Hearing/2020-2021Public Hearing\_Decl of Need\_SCOE

## CBEST WAIVERS FOR DAY TO DAY SUBSTITUTE TEACHERS

\*\* Just as an informational note, there are NO substitutes on the substitute lists that have not passed the CBEST test. It is the practice of the District/County office to recruit only those individuals for substitute service that have a valid California credential or have passed the CBEST and qualified for the Emergency 30-Day Substitute permit for substitute teaching. The annual authorization by the Board to waive the CBEST requirement has been standard procedure to allow our agency, in an urgent situation, to recruit an adequate pool of substitute teachers. This is an option for us, but is certainly not our standard. Because of the rural geographic location, recruiting substitute teachers for Downieville School continues to be a challenge. We feel it is prudent for us to move through the Board approval process in the event we need to recruit substitute teachers in a short time frame. If you have any questions or concerns regarding this information, please email or call our office.

Thank You, Laraine

## CSBA POLICY GUIDE SHEET – August 11, 2020

Note: Descriptions below identify revisions made to CSBA's sample board policies, administrative regulations, board bylaws, and/or exhibits. Editorial changes have also been made. Districts and county offices of education should review the sample materials and modify their own policies accordingly.

### **NEW - Board Policy 0470 - COVID-19 Mitigation Plan**

*\*\*No description provided*

### **Board Policy 4112.9/4212.9/4312.9 - Employee Notifications**

Policy updated to make change for gender neutrality and to revise legal references to reflect corresponding revisions in the Exhibit.

### **Exhibit 4112.9/4212.9/4312.9 - Employee Notifications**

Exhibit updates Section I (All Employees) to (1) delete cite to 2 CCR 11024 which does not directly include a sexual harassment notice requirement; (2) indicate that the notification regarding a public hearing on an alternative schedule for secondary grades is addressed in BP 6112 rather than the AR; (3) delete an item regarding the oath or affirmation for disaster service workers since law does not specifically require an employee notification; (4) indicate that the notification regarding AIDS and hepatitis B was moved from AR 4119.43/4219.43/4319.43 to the BP; (5) indicate that the notification of workers' compensation benefits is addressed in AR 4157.1/4257.1/4357.1 rather than the BP; and (6) indicate that the notification regarding the district's nondiscrimination policy and complaint procedures are addressed in AR 4030 rather than the BP. Section II (Certificated Employees) updated to expand legal cites for the reelection notice for probationary employees and broaden the item to apply to districts with less than 250 average daily attendance. Section III (Classified Employees) updated to (1) delete the dismissal notice for merit system districts since the personnel commission establishes dismissal procedures for such districts and the notice is not reflected in policy; (2) add another legal cite pertaining to the notice of employee drug testing requirements and indicate that the notification is addressed in AR 4112.42/4212.42/4312.42 rather than the BP; and (3) add a requirement to provide school bus drivers with information regarding post-accident procedures. Section V (Individual Employees Under Special Circumstances) updated to indicate that the notice on potential eligibility for workers' compensation benefits is addressed in AR 4157.1/4257.1/4357.1 rather than the BP.

### **Board Policy 4113 - Assignment**

Policy updated to reflect **NEW LAW (AB 1219, 2019)** which requires annual monitoring of the assignment of certificated employees at all schools, and requires the Commission on Teacher Credentialing (CTC) to administer a statewide system that produces an annual data file of vacancies and misassignments and provides districts an opportunity to submit additional evidence that an employee is legally authorized for the assignment. Policy also adds legal requirements to report misassignments in the school accountability report card and to use Williams uniform complaint procedures to address any complaint alleging teacher misassignment or vacancy.

### **Administrative Regulation 4113 - Assignment**

Regulation updated to make minor corrections for gender neutrality.

### **NEW - Board Policy 5141.5 - Mental Health**

New policy addresses strategies and services to promote students' emotional well-being and mental health, including student instruction, staff training, crisis intervention, counseling services and referrals, Section 504 evaluation, and collaboration with mental health professionals, agencies, and organizations. Policy reflects **NEW LAW (SB 75, 2019)** which establishes the Mental Health Student Services Act for the purpose of supporting mental health partnerships among county mental health agencies and local educational agencies.

**Board Policy 5145.3 - Nondiscrimination/Harassment**

Policy updated to reflect law prohibiting discrimination based on medical condition and to reflect **NEW LAW (AB 34, 2019)** which requires the district, starting in the 2020-21 school year, to post its nondiscrimination policies, and specified state and federal laws regarding discrimination, bullying, and harassment, in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students.

**Administrative Regulation 5145.3 - Nondiscrimination/Harassment**

Regulation updated to reflect **NEW LAW (AB 34, 2019)** which requires the district, starting in the 2020-21 school year, to post its nondiscrimination policies, specified state and federal laws regarding discrimination, bullying, and harassment, and a link to CDE resources in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students. Regulation also reflects **NEW LAW (AB 711, 2019)** which requires the district to update a former student's records upon receiving government-issued documentation or a written request for a name and/or gender change.

**Board Policy 6020 - Parent Involvement**

Policy updated to reflect the requirements to work with parents/guardians and family members to jointly develop the district's parent involvement policy and to include strategies for family engagement in the local control and accountability plan (LCAP). For districts that receive federal Title IV funding for family engagement programs, policy adds the requirement to inform parents/guardians and organizations of the existence of the program. Policy also contains material formerly in the AR regarding the inclusion of the Title I local educational agency plan into the LCAP and the distribution of the district and school-level parent involvement policies.

**Administrative Regulation 6020 - Parent Involvement**

Regulation updated to revise the section on "District Strategies for Title I Schools," including moving and adding strategies under item #2 to reflect means by which the district may provide coordination, technical assistance, and other support to build school capacity for parent involvement activities, and adding strategies under item #5 to reflect means by which the district may use evaluation findings to design evidence-based strategies for more effective parent/guardian and family involvement. Section on "School-Level Strategies for Title I Schools" revises item #7 to include strategies formerly in section on "District Strategies for Title I Schools." Minor changes made throughout section on "District Strategies for Non-Title I Schools" to more directly reflect law.

**Board Policy 6115 - Ceremonies and Observances**

Policy updated to add the board's authority to designate any day as a holiday, in addition to those holidays designated by law, and to revise the date upon which schools close in observance of any holiday except Veterans Day. Policy also adds optional language stating that the board may adopt a resolution to authorize the display of symbolic flags or banners in support of specific awareness days or months.

**Administrative Regulation 6115 - Ceremonies and Observances**

Regulation updated to reflect state law requiring schools to be closed on any day designated as a holiday by the President, Governor, or district board or negotiated with employee organizations. School closure on Cesar Chavez Day and Native American Day deleted from the body of the regulation since school closure on these holidays only applies to districts that have agreed to do so in a memorandum of understanding with employee bargaining units. Section on "Commemorative Exercises" expands Note to include additional days of significance on which schools are encouraged, but not required, to conduct commemorative exercises.

# Sierra County/Sierra-Plumas Joint USD

## Board Policy

### Philosophy, Goals, Objectives, and Comprehensive Plans

BP 0470

#### COVID-19 MITIGATION PLAN

Note: The following policy is intended for use during the coronavirus (COVID-19) pandemic and supersedes conflicting provisions in other district policies and administrative regulations, thereby eliminating the need to temporarily revise multiple policies. When the Governing Board determines, consistent with state and local orders from health officials, that the need for this policy no longer exists, the following policy should be removed from the district's policy manual.

Due to the unexpected nature of the pandemic, the evolving circumstances, and rapidly changing information about the virus, the topics covered in this policy may not be directly addressed in current law. Therefore, the policy presents options and best practices for districts as they reopen school campuses following extended closures due to the COVID-19 pandemic. Districts are encouraged to consult with local health officials, staff, students, parents/guardians, neighboring school districts, and the county office of education in comprehensive planning for safe operations following campus reopening.

This policy involves a number of working conditions that are often addressed in collective bargaining agreements and, as such, may be subject to negotiations with employee organizations.

Resources that provide additional information, such as applicable state and local guidelines from health officials, school schedules, handwashing instructions, and specific personal protective equipment (PPE) requirements, may be attached as exhibits to augment this policy and should be periodically reviewed and updated as necessary.

The following policy establishes actions that will be taken by the district to provide a safe learning and working environment during the coronavirus (COVID-19) pandemic, and shall supersede any conflicting language in existing district policies or administrative regulations until the Governing Board determines that the need for this policy no longer exists. The Board acknowledges that, due to the evolving nature of the pandemic, federal, state, and local orders impacting district operations are subject to change without notice. In the event that any federal, state, or local order may conflict with this policy, the order shall govern.

*(cf. 2210 - Administrative Discretion Regarding Board Policy)*

*(cf. 5141.22 - Infectious Diseases)*

*(cf. 9310 - Board Policies)*

The Board may also adopt resolutions or take other actions as needed to respond to such orders or provide further direction during the pandemic.

Note: Stay-at-home orders, restrictions on social gatherings, and PPE requirements and their impact on the opening and closing of school campuses will vary based on local conditions. CSBA strongly recommends that districts consult state and local health officials for guidance on decisions regarding the opening and closing of school campuses.

The Board recognizes that students and staff have the right to a safe campus that protects their physical and psychological health and well-being. School campuses shall only be open when deemed safe for in-person instruction. The Board's decision to reopen school campuses for classes, before or after school programs, child care centers, and/or preschool programs shall be made in consultation with state and local health officials, the county office of education, and neighboring

school districts. The district shall evaluate its capacity to implement safety precautions and to conduct full or partial school operations, and shall consider student, parent/guardian, and community input.

*(cf. 0400 - Comprehensive Plans)*

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 3516 - Emergencies and Disaster Preparedness Plan)*

Prior to the return to on-campus teaching and learning, the Superintendent or designee shall provide to students, parents/guardians, and staff current information about COVID-19, including its symptoms, how it is transmitted, how to prevent transmission, the current recommendations from the state and local departments of public health, and any other information and/or resources to prepare for a safe return to on-campus teaching and learning. The Superintendent or designee shall also provide information on the processes and protocols the district will follow to minimize the health risks associated with COVID-19.

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

*(cf. 6020 - Parent Involvement)*

## **Student Support**

The Board recognizes that the consequences of the COVID-19 pandemic, including fear for one's safety, the economic crisis, the loss of school-based relationships, and disruptions in student learning, impact all students but may have a disproportionate effect on the youngest students, students with disabilities, those students most vulnerable to basic needs insecurity or child abuse and neglect, and other at-risk students.

*(cf. 0415- Equity)*

As school campuses reopen, staff shall provide a caring and nurturing educational environment for students. The district may provide instruction on social-emotional well-being to all students, including information on how to deal with stress and anxiety in healthy ways and the importance of emotional well-being for academic success.

*(cf. 6142.8 - Comprehensive Health Education)*

Staff shall pay careful attention to students' increased mental health concerns. Counseling, other support services, and/or referrals to other agencies shall be available to assist students in dealing with the social and emotional effects of COVID-19, such as stress, anxiety, depression, grief, social isolation, and post-traumatic stress disorder.

*(cf. 5141.5 - Mental Health)*

*(cf. 5141.52 - Suicide Prevention)*

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

*(cf. 6164.5 - Student Success Teams)*

As needed, the district may provide referrals of students and families to basic needs assistance or social services, and may assess students for eligibility for the free and reduced-price meal program or assistance under the McKinney-Vento Homeless Assistance Act.

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

The Superintendent or designee shall ensure that staff understand their obligations as mandated reporters to report suspected child abuse or neglect, regardless of whether the student is on campus or participating in distance learning.

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

The Superintendent or designee may provide information to staff and parents/guardians regarding how to provide mental health support to students. The Superintendent or designee may also provide counseling to staff who are experiencing emotional difficulties as a result of COVID-19.

### Evaluation of Academic Progress Following Campus Closure

Note: Pursuant to the Governor's Executive Order N-30-20, administration of the California Assessment of Student Performance and Progress was waived in spring 2020 due to the COVID-19 pandemic. Districts will need to use other measures to evaluate students' academic progress during that period of campus closure.

Upon return to on-campus instruction following an extended campus closure, the Superintendent or designee shall evaluate the impact of the campus closure on students' academic progress. Such evaluation may:

1. Address student-specific needs arising from the transition back into on-campus instruction
2. Consider whether or not a student has experienced a regression of skills and/or lack of progress
3. If regression and/or a lack of progress is present, identify opportunities for recovery, including supplemental educational services and/or new or different support services  
(*cf. 6179 - Supplemental Instruction*)

For students with disabilities, the evaluation of academic progress shall also be used to determine whether an additional or revised individualized education program (IEP) or Section 504 plan is needed for the student to be academically successful when returning to on-campus instruction. The Superintendent or designee may prioritize urgent student need in scheduling initial and triennial assessments and annual IEP meetings. The Superintendent or designee shall ensure district compliance with all procedural timelines for IEPs and Section 504 plans as required, unless amended by executive order.

(*cf. 6159 - Individualized Education Program*)

(*cf. 6159.1 - Procedural Safeguards and Complaints for Special Education*)

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

### Grading

Note: The district may select or revise any of the items below to reflect district practice. The California Department of Education's (CDE) FAQs on Grading and Graduation Requirements, available on its web site, includes an appendix on Distance Learning Grading Guidance for Teachers which contains a non-exhaustive list of options for assigning final grades for spring 2020 for courses interrupted by COVID-19 and the resulting school closures. Those options are only applicable to final semester grades and may not necessarily apply to shorter periods of campus closure. Grading policies for the 2020-21 school year may be dependent on the date that campuses reopen and/or whether campuses need to be reclosed for an extended period at any time during the year. Also see CSBA's Sample School Board Resolution on Grading During Emergency School Closures.

For each grading period, student progress shall be reported in accordance with BP/AR 5121 - Grades/Evaluation of Student Achievement. However, in the event that school campuses are closed for an extended period of time during any grading period, the Board may, upon recommendation by the Superintendent or designee, adopt one or more alternative grading policies



which may vary by grade level or type of course. Options for such grading include, but are not limited to:

1. Assignment of final grades based on the student's grades when the campus shutdown occurred, with opportunities to increase the final grade based on progress through distance learning or other assignments and assessments
2. Assignment of pass/no pass grades for all courses
3. Grading based on students' understanding of applicable course content through assessments, projects, portfolios, or other appropriate means  
(*cf. 5121 - Grades/Evaluation of Student Achievement*)

### Health Screening of Students

Note: The following **optional** paragraph reflects recommendations in the Centers for Disease Control and Prevention's (CDC) [Interim Guidance for Schools and Day Camps](#) to conduct temperature checks and/or visual checks of students before they enter the school. CDC recommends that persons who have a fever of 100.4 degrees or above or exhibit other signs of illness not be admitted to the facility.

Temperature checks may also be conducted before students board a school bus. If not practical, districts should implement social distancing on school buses as provided in the section "Social Distancing" below and may require students to wear PPE on the bus as provided in the section "Personal Protective Equipment and Hygiene Practices" below.

To the extent feasible, students shall be screened for COVID-19 symptoms before boarding a school bus and/or upon arrival at school each day. The Superintendent or designee shall work with local health officials to determine the appropriate means of screening, which may include temperature checks with a no-touch thermometer.

If the screening indicates a fever or other COVID-19 symptoms, or if the student exhibits symptoms at any time during the school day, the student shall be placed in a supervised isolation area until the student's parent/guardian is contacted and the student can be transported home or to a health care facility. School staff may provide the parent/guardian with referrals to school or community health centers for further testing.

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

(*cf. 5141.3 - Health Examinations*)

(*cf. 5141.6 - School Health Services*)

### Student Absence and Attendance

The Board recognizes that COVID-19 will continue to impact the attendance of students following the reopening of school campuses. The Superintendent or designee shall notify students and parents/guardians of expectations regarding school attendance. Such notification shall direct any student who contracts the virus or lives with someone who has been diagnosed with COVID-19 to stay home in accordance with state and local health directives so as to curtail the spread of the disease.

Students who are infected with COVID-19 shall be excluded from on-campus instruction until a medical provider states in writing that the student is no longer contagious. (Education Code 49451; Health and Safety Code 120230; 5 CCR 202)

Students who are identified as being in a high-risk population for serious complications from COVID-19 because of a medical condition may request assessment and accommodations under Section 504 and/or an alternative instructional method that allows the student to continue receiving instruction off campus.

Note: Pursuant to Education Code 48205, student absences due to illness or quarantine are considered excused absences. 5 CCR 306 authorizes the school to require a satisfactory explanation from a student's parent/guardian whenever the student is absent. Pursuant to 5 CCR 421, the Board may adopt policy or a resolution establishing reasonable methods for verifying student absences, and absences due to illness or quarantine may be verified by a school or public health nurse, attendance supervisor, physician, principal, teacher, or other qualified district employee assigned to make such verification. See AR 5113 - Absences and Excuses for verification methods authorized by the district.

When a student is absent, the student's parent/guardian shall notify the school of the reason for the absence. A physician's verification of a student's illness or quarantine shall be submitted if longer than three days.

*(cf. 5113 - Absences and Excuses)*

If a student would otherwise be required to attend on-campus instruction but is kept home by the parents/guardians due to concerns for the welfare of their child, the principal or designee shall work with the student and parent/guardian to find alternative means of instruction, which may include distance or blended learning, independent study, printed class assignments, or other reasonable means.

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

Note: Pursuant to the Governor's Executive Order N-26-20, districts are not penalized for failure to offer regular school days when campuses are closed due to COVID-19. Although districts are not required to record daily attendance for apportionment purposes when campuses are closed, CDE's FAQs for 2019 Novel Coronavirus encourage districts to track participation and engagement in distance learning at such times. As campuses reopen, districts should follow state guidance, when issued, pertaining to attendance accounting.

The Superintendent or designee shall maintain enrollment and student attendance data, including the participation of students in distance learning, and shall report data in accordance with state requirements.

The district employee designated as the attendance supervisor pursuant to Education Code 48240 shall track patterns of student absence throughout the district and regularly report such information to the Superintendent. When a student who is participating in distance learning repeatedly fails to check in with the teacher when required, the teacher and/or attendance supervisor shall attempt to contact the student or parent/guardian to resolve the issues leading to the absence.

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

*(cf. 5113.11 - Attendance Supervision)*

## Social Distancing

Note: Public health officials from the California Department of Public Health (CDPH), CDC, and World Health Organization recommend social distancing to help stop or slow the spread of COVID-19. Social distancing requires creating physical space between individuals and minimizing the size and number of gatherings as much as possible. It is generally recommended that space between individuals be at least six feet whenever possible.

In order to maintain a campus environment that allows for social distancing, the district shall assess the capacity of school facilities, including classrooms, cafeterias, multi-purpose rooms, gyms, and outdoor areas, and determine the means by which the facilities can best be utilized considering space and time alternatives. To the extent reasonably possible, the district may:

1. Within classrooms, space desks at least three feet apart and position them in a way that limits students facing each other
2. Stagger students in areas of high traffic, such as when students are using lockers, lining up for class, or passing between classes
3. Mark three-foot boundaries within classrooms, common areas, outdoor spaces, and places where students are likely to gather so that students and staff are more readily aware of and can more easily abide by social distancing requirements
4. Utilize restroom stalls and sinks in a manner that allows for social distancing, such as limiting the number of students and/or staff who may use the restroom at a time, blocking off every other stall or sink from use, and/or marking three-foot boundaries
5. Minimize the mixing of students from different classrooms in common spaces, such as in cafeterias and libraries
6. Conduct recess and physical education classes in a manner that allows for social distancing and minimizes the use of physical education equipment

Note: Item #7 is for use by districts that provide transportation for students. CDC's [Interim Guidance for Schools and Day Camps](#) presents examples of bus seating arrangements that may be established to meet the six-foot social distancing objectives, such as (1) seating one student to a bench on both sides of the bus, skipping every other row, and (2) seating one student to a bench, alternating rows on each side to create a zigzag pattern. Seats that must be left vacant should be marked or blocked.

7. Assess the capacity of school buses and develop a plan for bus routes and bus seating consistent with social distancing objectives as set by the local health department.  
(*cf. 3540 - Transportation*)  
(*cf. 3543 - Transportation Safety and Emergencies*)
8. Encourage students to walk, bicycle, or travel by private vehicle to reduce the number of students traveling on school buses. Schools may provide designated areas with proper distancing for bicycles to be stored during the school day, and may mark spaces for private vehicle drop-off and pick-up zones.  
(*cf. 5142.2 - Safe Routes to School Program*)

Note: [CDPH Guidance for the Prevention of COVID-19 Transmission for Gathering](#), issued March 16, 2020, states that gatherings that bring together people in a single room or single space at the same time, such as school sporting events, should be postponed or canceled until further guidance is released by CDPH. The Governor's [Resilience Roadmap](#) issued in spring 2020 establishes four stages for gradually reopening businesses and activities, with large gatherings generally withheld until stage 4.

Large gatherings, such as assemblies, rallies, field trips, extracurricular activities, and athletic events, shall be suspended until the Board determines, consistent with guidance from state and local health officials, that it is safe to resume such activities. The Superintendent or designee may grant an exception if an activity can be arranged to take place in phases or per class, or modified in a manner that would keep participants from violating social distancing recommendations. When deciding whether an activity may resume, the Superintendent or designee may consider the size of the group that participates, the extent to which the students and other attendees have physical contact, whether the activity can be modified to avoid physical contact, if shared equipment is required for the activity, and if social distancing can be maintained.

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

*(cf. 6145.2 - Athletic Competition)*

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

## Personal Protective Equipment and Hygiene Practices

Note: CDC's [Considerations for Schools](#) reinforces the value of using cloth face coverings to protect oneself and others, but recognizes that wearing face coverings in all-day settings such as school may be challenging for students, particularly younger students. CDC advises that face coverings be worn as feasible, but especially when social distancing is difficult.

It is also recommended that all staff should use cloth face coverings and that food service workers and other staff who are in routine contact with the public should wear gloves. However, requiring staff to use such equipment may be subject to collective bargaining. Districts are encouraged to review their collective bargaining agreements and applicable memoranda of understanding and consult with legal counsel before requiring staff to use facial coverings.

The Board encourages students, staff, and visitors to wear PPE while on school campuses or school buses, especially in high-traffic areas and/or when social distancing is not possible. If the use of PPE in schools is required by state or local health officials, the district shall provide PPE to students and staff who do not bring their own personal PPE. Students and staff shall be provided instruction in the proper use, removal, disposal, and cleaning of PPE.

Note: The following paragraph reflects a recommendation in CDC's [Considerations for Schools](#) and may be revised to reflect district practice.

Face coverings shall not be required for children younger than two years, or for anyone who has trouble breathing or is incapacitated or otherwise unable to remove the covering without assistance. Reasonable accommodations shall be made for anyone who is unable to wear a face covering for medical reasons.

The Board also encourages students and staff to practice good hygiene, such as appropriate covering of coughs and sneezes and regular hand washing of at least 20 seconds, including before eating and after blowing one's nose, coughing, or sneezing. The district shall provide adequate time and opportunity for students to wash hands, and shall make hand sanitizer available in areas where handwashing is less accessible. Signage regarding healthy hygiene practices and how to stop the spread of COVID-19 may be posted in and around school facilities.

## Sanitization of Facilities and Equipment

School facilities, school buses, and shared equipment such as desks, tables, sports/playground equipment, computers, door handles, light switches, and other frequently used equipment and supplies shall be cleaned and disinfected daily with appropriate cleaning agents. Disinfectants and cleaning agents shall be stored properly and in a manner not accessible to students.

*(cf. 3510 - Green School Operations)*

*(cf. 3514.1 - Hazardous Substances)*

*(cf. 4157/4257/4357 - Employee Safety)*

The Superintendent or designee shall ensure that ventilation systems are operating properly and that air flow and ventilation within district facilities is increased, to the extent possible, by opening windows and doors and using fans and air conditioning. Garbage shall be removed daily and disposed of safely.

## Food Services

The Superintendent or designee shall ensure that students have access to clean drinking water other than through a drinking fountain, and food which is procured, stored, and served in a manner that reduces the likelihood of COVID-19 transmission and follows state and national guidelines for nutrition.

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

For meals that are consumed on school grounds, the Superintendent or designee shall ensure that students will be able to maintain proper social distancing while eating. In order to do so, the Superintendent or designee may consider the consumption of meals in classrooms, gyms, the outdoors, and/or other district grounds.

Meal service shall also be available to students participating in distance learning, which may include and/or entirely consist of a "grab and go" service or delivery.

Due to the changing financial circumstances of many families as a result of COVID-19, the Superintendent or designee shall regularly provide information to students and parents/guardians regarding the free and reduced-price meal program, eligibility, and how to apply for the program.

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

## Staff

**Note:** The following section may be subject to negotiations with employee organizations.

Prior to reopening campuses, the Superintendent or designee shall review staff assignments and, upon request, may reassign employees to reduce exposure to the virus, especially for high-risk staff. When feasible for the position, employees may be granted a remote work assignment.

*(cf. 4030 - Nondiscrimination in Employment)*

*(cf. 4113 - Assignment)*

*(cf. 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment)*

*(cf. 4113.5/4213.5/4313.5 - Working Remotely)*

Note: The Governor's Executive Order N-26-20 requires that districts continue to pay employees even if campuses close temporarily due to COVID-19. Furthermore, according to Office of Management and Budget Memorandum M-20-17, during extraordinary circumstances such as a pandemic which interrupts district operations, employees paid with federal grant funds can continue to be paid out of federal grant funds as long as other similarly situated employees paid with nonfederal funds are continuing to get compensated. See BP 4151/4251/4351 - Employee Compensation.

In the event that employees are unable to perform their duties due to partial or full closure of campuses, the Board shall compensate employees as permitted by law.

*(cf. 4151/4251/4351 - Employee Compensation)*

Any employee who contracts the virus, shows symptoms of possible infection, or is caring for someone who has been diagnosed with the virus shall self-quarantine for the period of time recommended by health authorities in order to prevent the spread of the disease to students or other staff.

Note: Education Code 44978 and 45191 and Labor Code 245-249 establish minimum sick leave entitlements for district employees; see AR 4161.1/4361.1 - Personal Illness/Injury Leave and AR 4261.1 - Personal Illness/Injury Leave. If an employee continues to be absent for up to five months after exhausting all available sick leave, the employee may be entitled to differential pay in accordance with Education Code 44977, 44983, and 45196. In addition, an employee may use leave granted by the Family and Medical Leave Act (FMLA) (29 USC 2601-2654) or California Family Rights Act (Government Code 12945.1-12945.2) for the employee's own serious health condition or to care for a child, spouse, or parent/guardian with a serious health condition; see AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave.

An employee may use personal illness and injury leave and/or family care and medical leave, as applicable, if the employee is unable to work or telework because the employee is ill or needs to take care of a spouse, parent/guardian, or child with COVID-19 or other serious health condition. (Education Code 44978, 45191; Government Code 12945.1-12945.2; Labor Code 245-249; 29 USC 2601-2654)

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

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

*(cf. 4261.1 - Personal Illness/Injury Leave)*

Note: The remainder of this section reflects provisions for expanded leave granted by the federal Families First Coronavirus Response Act (P.L. 116-127).

29 USC 2601 provides up to 80 hours of paid sick leave for eligible employees for the reasons specified in items #1-6 below. Eligible employees are entitled to their regular rate of pay for leave taken pursuant to items #1-3 (up to \$511 per day and \$5,110 in total) or two-thirds their regular rate of pay for leave taken pursuant to items #4-6 (up to \$200 per day or \$2,000 in total). The district must not require an employee to use other paid leave before the employee uses the paid sick leave granted under this Act.

Until December 31, 2020, an eligible employee may take paid sick leave for up to 80 hours, or the number of hours that a part-time employee works on average over a two-week period, if the employee is unable to work or telework because the employee is: (29 USC 2601)

1. Subject to a federal, state, or local quarantine or isolation order related to COVID-19
2. Advised by a health care provider to self-quarantine due to concerns related to COVID-19
3. Experiencing symptoms of COVID-19 and seeking a medical diagnosis

4. Caring for an individual who is subject to a federal, state, or local quarantine or isolation order or has been advised by a health care provider to self-quarantine
5. Caring for the employee's child whose school or child care provider is closed or unavailable for reasons related to COVID-19
6. Experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services

Employees shall be paid their regular rate of pay for leave taken pursuant to items #1-3 above, or two-thirds their regular rate of pay for leave taken pursuant to items #4-6 above, within the limits specified in law. (29 USC 2601)

Note: Leave granted to an employee who needs to care for a child whose school or child care provider is closed due to COVID-19 (item #5 above) may be extended pursuant to 29 USC 2620. Employees must be restored to their position following such leave, unless the district has fewer than 25 employees and specified conditions are met.

For the purpose specified in item #5 above, eligible employees who have been employed by the district for at least 30 calendar days shall be granted extended leave for up to 12 work weeks upon request. The first 10 days of such leave shall be unpaid unless the employee uses accrued vacation leave, personal leave, sick leave, or paid sick leave granted pursuant to 29 USC 2601. After the first 10 days, the district shall pay not less than two-thirds of the employee's regular pay for the number of hours per week the employee normally works, with a maximum of \$200 per day and \$10,000 for the total period. Eligibility for extended leave for this purpose is subject to the employee's eligibility for leave pursuant to the Family and Medical Leave Act. (29 USC 2601, 2620)

Note: The following notice is available on the web site of the U.S. Department of Labor.

The district shall post, in conspicuous places where employee notices are customarily posted, a notice prepared by the U.S. Department of Labor regarding the requirements of 29 USC 2601 and 2620. (29 USC 2601)

### **Follow-Up with Infected Persons/Contact Tracing**

The Superintendent or designee shall work with county health officials to track confirmed cases of students and staff with COVID-19, including, but not limited to, following up with students, their parents/guardians, and staff who exhibit symptoms while at school and those who report an absence or miss work due to illness. The Superintendent or designee shall report confirmed cases to local health authorities.

Note: The following **optional** paragraph reflects a recommendation in CDC's [Interim Guidance for Schools and Day Camps](#) pertaining to contact-tracing.

If a student, family member of a student, or staff member has tested positive for COVID-19, the district shall assist local health officials in conducting contact-tracing to identify potentially exposed individuals and ask them to self-quarantine, which may include not participating in on-



campus instruction. While maintaining the privacy of the infected person, the district shall inform other students and staff with whom the infected person may have had contact in school.

### **Nondiscrimination**

The Board prohibits discrimination based on actual or perceived medical condition or disability status. (Government Code 11135)

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

Individual students and staff shall not be identified as being COVID-positive, nor shall students be shamed, treated differently, or denied access to a free and appropriate public education because of their COVID-19 status or medical condition. Staff shall not disclose confidential or privileged information, including the medical history or health information of students and staff. (Education Code 49450)

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

The Superintendent or designee shall investigate any reports of harassment, intimidation, and bullying targeted at any student based on COVID status, exposure, or high-risk status.

*(cf. 1312.3 - Uniform Complaint Procedures)*

*(cf. 5131.2 - Bullying)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

### **Community Relations**

The Superintendent or designee shall use a variety of methods to regularly communicate with students, parents/guardians, and the community regarding district operations, school schedules, and steps the district is taking to promote the health and safety of students. In addition, the members of the Board have a responsibility as community leaders to communicate matters of public interest in a manner that is consistent with Board policies and bylaws regarding public statements.

*(cf. 1100 - Communication with the Public)*

*(cf. 1112 - Media Relations)*

*(cf. 9010 - Public Statements)*

The district shall continue to collaborate with local health officials and agencies, community organizations, and other stakeholders to ensure that district operations reflect current recommendations and best practices for keeping students, staff, and visitors safe during the COVID-19 state of emergency. The Superintendent or designee shall keep informed about resources and services available in the community to assist students and families in need.

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

*(cf. 1700 - Relations Between Private Industry and the Schools)*

While the Board recognizes the rights of parents/guardians to participate in the education of their children and the critical importance of parental involvement in the educational process, all visitors and volunteers are encouraged to respect guidelines regarding social distancing and large gatherings. School visitors and volunteers shall be limited in number and expected to observe all district protocols for COVID-19. The Superintendent or designee may place signage around the school advising that visitors and volunteers may be required to use PPE while on school sites and interacting with school personnel, and may keep a supply of such equipment available for their use.

*(cf. 1240 - Volunteer Assistance)*



*(cf. 1250 - Visitors/Outsiders)*

Use of school facilities by persons or organizations for community purposes involving large gatherings shall be suspended until the Board determines, consistent with guidance from state and local health officials, that it is safe to resume such activities. The Superintendent or designee may only grant an exception if the number of participants in the activity will be limited and the person or organization follows the processes and protocols established by the district to minimize the health risks associated with COVID-19.

*(cf. 1330 - Use of School Facilities)*

## Potential Reclosure of Campus

Note: The following section reflects CDC's [Interim Guidance for Administrators of U.S. K-12 Schools and Child Care Programs to Plan, Prepare, and Respond to Coronavirus Disease 2019 \(COVID-19\)](#), which describes appropriate mitigation strategies based on the level of community transmission of COVID-19 and the presence of COVID-19 cases within a school. Such mitigation strategies may include closing campuses when the district determines, in consultation with state and local health officials, that keeping campuses open presents a risk to students, staff, and the community.

The district shall monitor student and staff absences and data provided by local health officials to determine if there is a risk of resurgence of COVID-19 and a need to reclose school campuses for the protection of students, staff, and the community. The Superintendent or designee shall develop plans and procedures for alternative methods of operations to the extent possible in the event that reclosure becomes necessary.

If any person diagnosed with COVID-19 is known to have been in district building(s), the Superintendent or designee shall immediately notify local health officials to determine a course of action. The building should be closed until cleaning and disinfecting of the building can be completed and the district can consult with local health officials to determine, based on up-to-date information about the specific cases in the community, whether an extended closure is needed to stop or slow further spread of COVID-19.

If local health officials report that there has been no community transmission of COVID-19, or minimal to moderate transmission in the community, school campuses may not necessarily be closed, but the district shall continue to take all preventative measures described in this policy.

If local health officials report substantial community transmission of COVID-19, campus closures of more than two weeks may be necessary, and the Superintendent or designee shall cancel group activities and events during that period. Campuses shall not reopen until recommended by local health officials.

### *Legal Reference:*

#### EDUCATION CODE

- 44978 *Sick leave for certificated employees*
- 45191 *Leave of absence for illness and injury, classified employees*
- 48205 *Excused absences*
- 48213 *Prior parent notification of exclusion; exemption*
- 48240 *Supervisors of attendance*
- 49451 *Exemption from physical exam; exclusion from attendance*

#### GOVERNMENT CODE

- 11135 *Nondiscrimination in programs or activities funded by state*
- 12945.1-12945.2 *California Family Rights Act*

HEALTH AND SAFETY CODE

120230 Exclusion from attendance

LABOR CODE

245-249 Healthy Workplaces, Healthy Families Act of 2014

CODE OF REGULATIONS, TITLE 2

11087-11098 California Family Rights Act

CODE OF REGULATIONS, TITLE 5

202 Exclusion from attendance

306 Explanation of absence

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

UNITED STATES CODE, TITLE 29

2601-2654 Family and Medical Leave Act of 1993, as amended, especially:

2601 Paid sick leave

2620 Public health emergency leave

UNITED STATES CODE, TITLE 42

1760 Note National School Lunch program waivers addressing COVID-19

CODE OF FEDERAL REGULATIONS, TITLE 29

825.100-825.702 Family and Medical Leave Act of 1993

## Management Resources:

CSBA PUBLICATIONS*Sample School Board Resolution on Grading During Emergency School Closures*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS*FAQs for 2019 Novel Coronavirus**FAQs on Grading and Graduation Requirements*CALIFORNIA DEPARTMENT OF PUBLIC HEALTH PUBLICATIONS*CDPH Guidance for the Prevention of COVID-19 Transmission for Gathering, March 16, 2020**School Guidance on Novel Coronavirus or COVID-19, March 7, 2020*CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS*Considerations for Schools, rev. May 19, 2020**Interim Guidance for Schools and Day Camps, May 2020**Interim Guidance for Administrators of U.S. K-12 Schools and Child Care Programs to Plan, Prepare, and Respond to Coronavirus Disease 2019 (COVID-19), March 25, 2020*OFFICE OF THE GOVERNOR PUBLICATIONS*Executive Order N-30-20, March 17, 2020**Executive Order N-26-20, March 13, 2020*OFFICE OF MANAGEMENT AND BUDGET PUBLICATIONS*Administrative Relief for Recipients and Applicants of Federal Financial Assistance Directly Impacted by the Novel Coronavirus (COVID-19) Due to Loss of Operations, Memorandum M-20-17, March 19, 2020*U.S. DEPARTMENT OF LABOR POSTERS*Employee Rights: Paid Sick Leave and Expanded Family and Medical Leave Under the Families First Coronavirus Response Act*WEB SITESCSBA: <http://www.csba.org>California Department of Education: <http://www.cde.ca.gov>California Department of Public Health: <https://www.cdph.ca.gov>Centers for Disease Control and Prevention: <https://www.cdc.gov/coronavirus/2019-ncov>Office of the Governor: <https://www.gov.ca.gov>Office of Management and Budget: <https://www.whitehouse.gov/omb>U.S. Department of Labor: <https://www.dol.gov>World Health Organization: <https://www.who.int>

**SIERRA COUNTY OFFICE OF EDUCATION**  
**SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT**  
 Policy adopted: July 14, 2020



# Sierra County/Sierra-Plumas Joint USD

## Board Policy

### All Personnel

BP 4112.9~4212.9~4312.9

### EMPLOYEE NOTIFICATIONS

The Governing Board believes that providing clear communications to staff is essential to establishing a professional, positive work environment and enhancing their job performance. The Superintendent or designee shall provide district employees all notifications required by law and any other notifications ~~he/she~~ the Superintendent or designee believes will promote staff knowledge of the district's policies, programs, activities, and operations.

When required by law, Board policy, or administrative regulation, district employees shall be asked to sign an acknowledgment indicating receipt of the notification. Such acknowledgments shall be retained in each employee's personnel file.

(cf. 3580 - District Records)

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

#### Legal Reference:

##### EDUCATION CODE

231.5 Sexual harassment policy

17612 Notification of pesticide use

22455.5 STRS information to potential members

22461 Postretirement compensation limitation

35031 Nonreelection of superintendent, assistant superintendent, or manager of classified services

35171 Notice of regulations pertaining to certificated employee evaluations

37616 Notice of public hearing on year-round schedule

44031 Personnel file contents, inspection

44663-44664 Evaluation of certificated employees

44842 Reemployment notices, certificated employees

44896 Transfer of administrator or supervisor to teaching position

44916 Written statement of employment status

44929.21 Reelection or nonreelection of probationary employee after second year

44929.23 Reelection notice, districts with less than 250 ADA

44934 Notice of disciplinary action for cause

44934.1 Suspension or dismissal for egregious misconduct

44936 Notice of suspension or dismissal

44938 Notice of unprofessional conduct and opportunity to correct

44940.5-44941 Notification of suspension and intent to dismiss

44948.3-~~44948.5~~ Dismissal of probationary employees

44948.5 Nonreelection procedures, districts under 250 ADA

44949 Cause, notice and right to hearing

44951 Continuation in position unless notified, administrative or supervisory personnel

44954 Nonreelection of temporary employees

44955 Reduction in number of employees

45113 Notification of charges, classified employees

45117 Notice of layoff, classified employees

45169 Employee salary data, classified employees

45192 Industrial and accident leave

45195 Additional leave

46162 Notice of public hearing on block schedule

49013 Complaints regarding student fees

49079 Notification to teacher; student who has engaged in acts re: grounds suspension or expulsion

49414 Epinephrine auto-injectors

49414.3 Administration of opioid antagonist

##### CIVIL CODE

1798.29 District records, breach of security

##### GOVERNMENT CODE

1126 Incompatible activities of employees  
~~3100-3109 Oath or affirmation of allegiance~~  
 8355 Certification of drug-free workplace, including notification  
 12950 Sexual harassment  
21029 Retirement credit for period of military service  
 54957 Complaints against employees; right to open session  
 54963 Unauthorized disclosure of confidential information  
HEALTH AND SAFETY CODE  
1797.196 Automated external defibrillators; notification of use and locations  
 104420 Tobacco-free schools  
 120875 Information on AIDS, AIDS-related conditions, and hepatitis B  
 120880 Notification to employees re AIDS, AIDS-related conditions, and hepatitis B  
LABOR CODE  
245-249 Healthy Workplaces, Healthy Families Act of 2014  
1034 Lactation accommodation  
 2800.2 Notification of availability of continuation health coverage  
2810.7 Notice to participate in flexible spending account  
 3550-3553 Notifications re: workers' compensation benefits  
 5401 Workers' compensation; claim form and notice of potential eligibility  
PENAL CODE  
11105 Access to criminal history information  
11105.2 Subsequent arrest notification  
 11165.7 Child Abuse and Neglect Reporting Act; notification requirement  
 11166.5 Employment; statement of knowledge of duty to report child abuse or neglect  
UNEMPLOYMENT INSURANCE CODE  
 2613 Disability insurance; notice of rights and benefits  
CODE OF REGULATIONS, TITLE 2  
~~7288.0 Sexual harassment training, provision of district policy~~  
11023 Nondiscrimination in employment  
11049 Notice of right to request pregnancy disability leave or transfer  
11091 California Family Rights Act, designation notice  
11096 Notice of right to request family care leave  
CODE OF REGULATIONS, TITLE 5  
 4622 Uniform complaint procedures  
 80303 Reports of change in employment status, alleged misconduct  
CODE OF REGULATIONS, TITLE 8  
 3204 Employees exposed to bloodborne pathogens, access to exposure and medical records  
~~5193 California bloodborne pathogens standard~~  
5191 Chemical hygiene plan  
5194 Hazard communication program  
CODE OF REGULATIONS, TITLE 13  
1234 Reports regarding school buses and bus drivers  
2480 Vehicle idling, limitations  
UNITED STATES CODE, TITLE 38  
~~4344~~4334 Uniformed Services Employment and Reemployment Rights Act, notice requirement  
UNITED STATES CODE, TITLE 41  
 8101-8106 Drug-Free Workplace Act  
CODE OF FEDERAL REGULATIONS, TITLE 29  
 825.300 Family and Medical Leave Act; notice requirement  
CODE OF FEDERAL REGULATIONS, TITLE 34  
84.205-84.210 Drug-free workplace statement  
 104.8 Nondiscrimination  
 106.9 Dissemination of policy, nondiscrimination on basis of sex  
CODE OF FEDERAL REGULATIONS, TITLE 40  
 763.84 Asbestos inspections, response actions and post-response actions  
 763.93 Asbestos management plans  
CODE OF FEDERAL REGULATIONS, TITLE 49  
382.113 Controlled substance and alcohol use and testing notifications  
382.303 Post-accident information, procedures, and instructions  
 382.601 Controlled substance and alcohol use and testing notifications

SIERRA COUNTY OFFICE OF EDUCATION  
 SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT  
 Policy adopted: September 11, 2012  
 revised: August 11, 2020

**\*\*Revisions\*\*** - reviewed and okayed by Laraine Sei & Adrienne Garza

# Sierra County/Sierra-Plumas Joint USD

## Exhibit

### All Personnel

E 4112.9~4212.9~4312.9

### EMPLOYEE NOTIFICATIONS

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; <del>2 CCR 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	<del>AR-BP</del> 6112	Public hearing on alternative schedule <b>in secondary grades</b>
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
At least once per year	Education Code 49414.3	AR 5141.21	Request for volunteers to be trained to administer opioid antagonist
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

**\*\*Revisions\*\* - reviewed and okayed by Laraine Sei & Adrienne Garza**

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; 34 CFR 84.205, 84.210	BP 4020 BP 4159 4259 4359	District's drug- and alcohol- free workplace; actions to be taken if violated; available employee assistance programs
Upon employment	Government Code 21029	None	Right to purchase PERS service credit for military service performed prior to public employment
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	<b>ARBP</b> 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
Upon hire, in employee handbook, and upon request for parental leave	Labor Code 1034	BP 4033	The district's policy on lactation accommodation
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
To employees participating in a flexible spending account	Labor Code 2810.7	None	Deadline to withdraw funds from account before the end of the plan year
To every new employee, either at the time employee is hired or by end of first pay period	Labor Code 3551	<b>BPAR</b> 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

**\*\*Revisions\*\*** - reviewed and okayed by Laraine Sei & Adrienne Garza

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	2 CCR 11023; 34 CFR 104.8, 106.9	BP 0410 <del>BP</del> AR 4030	District's policy on nondiscrimination and related complaint procedures
To all employees via employee handbook, or to each new employee	2 CCR 11091, 11095; 29 CFR 825.300	AR 4161.8 4261.8 4361.8	Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act(cfRA); obligation to provide 30 days' notice of need for leave when possible
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

## II. To Certificated Employees

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
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	Education Code 44916	AR 4112.1 AR 4121	Employment status and salary



**\*\*Revisions\*\*** - reviewed and okayed by Laraine Sei & Adrienne Garza

July of each school year

To probationary employee, by March 15 of employee's second year of employment, in districts that grant permanent status after two years	Education Code 44929.21, 44929.23, 44948.5	BP 4116	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
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

**\*\*Revisions\*\*** - reviewed and okayed by Laraine Sei & Adrienne Garza

### III. To Classified Employees

<del>To classified employee charged with mandatory leave of absence offense, in merit system district</del>	<del>Education Code 44940.5</del>	<del>AR 4218</del>	<del>Notice of intent to dismiss in 30 days</del>
When classified employee is subject to disciplinary action for cause, in nonmerit district	Education Code 45113	AR 4218	Notice of charges, right to hearing, timeline for requesting hearing
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 <b>382.113</b> , 382.601	<del>BP-AR</del> 4112.42 4212.42 4312.42	Explanation of federal requirements for drug testing program and district's policy
<b>To school bus drivers, prior to operating school bus</b>	<b>49 CFR 382.303</b>	<b>AR 4112.42</b> <b>4212.42</b> <b>4312.42</b>	<b>Post-accident information, procedures, and instructions</b>

### IV. To Administrative/Supervisory Personnel

To superintendent, deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract	Education Code 35031	BP 2121 BP 4312.1	Decision not to reelect or reemploy upon expiration of contract or term
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

**\*\*Revisions\*\* - reviewed and okayed by Laraine Sei & Adrienne Garza**

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
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#### **V. To Individual Employees Under Special Circumstances**

In the event of a breach of security of district records, to affected employees	Civil Code 1798.29	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
To employees returning from military leave of absence, within 30 days of return	Government Code 20997	AR 4161.5 4261.5 4361.5	Right to receive PERS service credit for military service; application form
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	<b>BP AR</b> 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
To any employee with exposure to blood or other potentially infectious materials, upon initial employment and at least annually thereafter	8 CCR 3204	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

***\*\*Revisions\*\* - reviewed and okayed by Laraine Sei & Adrienne Garza***

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; 2 CCR 11049, 11091	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

SIERRA COUNTY OFFICE OF EDUCATION  
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT  
Exhibit version: April 11, 2017  
revised: June 23, 2020  
revised: August 11, 2020



# Sierra County/Sierra-Plumas Joint USD

## Board Policy

### Certificated Personnel

BP 4113

#### ASSIGNMENT

Note: Education Code 35035 gives the Superintendent or designee the authority to assign personnel subject to Governing Board approval. The following **optional** policy may be revised to reflect district practice.

Staff assignments must be reported to the California Department of Education through the California Longitudinal Pupil Achievement Data Systems (CALPADS) Professional Assignment Information Form.

In order to serve the best interests of students and the educational program, the Governing Board of Education authorizes the Superintendent or designee to assign certificated personnel to positions for which they are qualified pursuant to their ~~preparation~~, certification, preparation, professional experience, and aptitude ~~qualify them~~.

*(cf. 4112.2 - Certification)*

*(cf. 4112.21 - Interns)*

*(cf. 4112.22 - Staff Teaching English ~~Language~~ Learners)*

*(cf. 4112.23 - Special Education Staff)*

*(cf. 4112.8/4212.8/4312.8 - Employment of Relatives)*

Teachers may be assigned to any school within the district in accordance with the collective bargaining agreement or Board policy.

*(cf. 4141/4241 - Collective Bargaining Agreement)*

#### Assignment to Courses/Classes

The Superintendent or designee shall assign ~~teachers to courses~~ based on the grade level and subject matter authorized by their credentials.

When there is no credential authorization requirement for teaching an elective course, the Superintendent or designee shall select the credentialed teacher whose knowledge and skills best prepare ~~him/her~~ the teacher to provide instruction in that subject.

Note: The Commission on Teacher Credentialing's (CTC) Administrator's Assignment Manual describes "local teaching assignment options" available to districts when assigning a teacher outside the credential authorization of the teacher. See the accompanying administrative regulation for requirements pertaining to assignments to departmentalized classes in grades K-12 (Education Code 44258.3) or elective courses (Education Code 44258.7).

According to the CTC manual, it is inappropriate to use a local teaching assignment option for an individual who holds an emergency permit, provisional internship permit (PIP), or short-term staff permit (STSP). For information about the circumstances under which persons holding these permits may be employed, see BP/AR 4112.2 - Certification. If a district uses a local teaching assignment option for a holder of an intern credential, the CTC cautions that the district must ensure that the individual meets the specific requirements of the teaching assignment option as well as the requirements of the intern credential; see BP/AR 4112.21 - Interns for further information about intern programs.

The CTC manual indicates that a district may use the options at its discretion. The following paragraph may be revised to reflect options available in the district.

When specifically authorized by law or regulation, the Superintendent or designee may ~~assign a teacher~~, with ~~his/her~~ the teacher's consent, assign a teacher to a position outside ~~his/her~~ the teacher's credential authorization in accordance with the local teaching assignment options described in the Commission on Teacher Credentialing's (CTC) Administrator's Assignment Manual. Assignments made pursuant to Education Code 44256, 44258.2, and 44263 Such assignments shall be annually approved by Board resolution. In such cases, the Superintendent or designee shall reference in district records the statute or regulation under which the assignment is authorized.  
(*cf. 3580 - District Records*)

~~The~~ If at any time a certificated employee is required by the district to accept an assignment which the employee believes is not legally authorized by the employee's credential, the employee shall notify the Superintendent or designee shall periodically report to the Board on teacher assignments and vacancies, including the number and type, in writing, of assignments made outside a teacher's credential authorization through a local teaching assignment option. Whenever district misassignments and vacancies are reviewed by the County Superintendent of Schools or CTC, as applicable the misassignment. Within 15 working days, the Superintendent or designee shall report the results to the Board and notify the employee of the legality of the assignment. If no action is taken by the district, the employee shall provide recommendations written notification to the County Superintendent of Schools. No adverse action shall be taken against an employee who files a notice of misassignment. (Education Code 44258.9)

### Vacancies and Misassignments

Note: Education Code 44258.9, as amended by AB 1219 (Ch. 782, Statutes of 2019), requires that the assignments of certificated employees at all schools be monitored annually. Pursuant to Education Code 44258.9, the County Superintendent of Schools is responsible for remedying any the monitoring of teacher assignments in districts. However, CTC is designated as the monitoring authority for any district that operates within a city or county in which there is a single district. Such districts should modify the following section accordingly to reflect CTC as the monitoring authority.

Pursuant to Education Code 44258.9, CTC administers a State Assignment Accountability System which annually produces a data file of vacant positions and assignments that do not have a clear match of credential to assignment. As provided below, CTC will notify districts of an opportunity to review the initial data, and districts may submit documentation within 60 days to correct any errors. Within 90 days of CTC's notification (i.e., 30 days after the deadline for the district's review), the County Superintendent must review the data and any additional documentation submitted by the district and make a determination of potential misassignments and vacant positions. Beginning in 2020-21, CTC will report the misassignment and vacancy data on its web site.

Annually, the district shall review potential misassignments and vacant positions throughout the district. Upon receiving notification from CTC of the availability of data regarding potential misassignments and vacant positions in the district, the Superintendent shall review the data within 60 days. When necessary, the Superintendent or designee may respond by submitting additional documentation to the County Superintendent showing that an employee is legally authorized for an assignment and/or that a position identified issues as vacant was miscoded and a legally authorized employee is assigned to the position. (Education Code 44258.9)

If the district subsequently receives, within 90 days of CTC's initial notification, a notification from the County Superintendent indicating that a certificated employee in the district is assigned to a position for which the employee has no legal authorization, the district shall correct the assignment within 30 calendar days. (Education Code 44258.9)

Note: Pursuant to Education Code 44258.9, the district serves as the monitoring authority for any charter school it has authorized. However, pursuant to Education Code 44258.10, the district is not required to advise the charter school administrator to correct the misassignment of any teachers employed by the charter school during the 2019-2020 school year until July 1, 2025.

The district shall serve as the monitoring authority for teacher assignments in any charter school it has authorized, in accordance with Education Code 44258.9-44258.10.  
*(cf. 0420.41 - Charter School Oversight)*

Any complaint alleging teacher misassignment or vacancy shall be filed and addressed through the district's procedures specified in AR 1312.4 - Williams Uniform Complaint Procedures).  
*(cf. 1312.4 - Williams Uniform Complaint Procedures)*

The school accountability report card for each school shall include any assignment of teachers outside their subject areas of competence, misassignments, including misassignments of teachers of English learners, and the number of vacant teacher positions for the most recent three-year period. (Education Code 33126)  
*(cf. 0510 - School Accountability Report Card)*

### **Equitable Distribution of Qualified and Experienced Teachers**

Note: The following section may be revised to reflect district practice. For districts that receive federal Title I funding, 20 USC 6312 requires that the Title I local educational agency (LEA) plan include a description of how the district will identify and address any disparities that result in low-income or minority students being taught at higher rates than other students by ineffective, inexperienced, or out-of-field teachers. These specific Title I planning requirements are fulfilled through the local control and accountability plan and the consolidated application reporting system.

The Superintendent or designee shall ~~ensure that identify and address the equitable distribution of highly qualified and experienced teachers are equitably distributed~~ among district schools, including those with higher than average levels of low-income, minority, and/or academically underperforming students. ~~He/she~~The Superintendent or designee shall annually report to the Board comparisons of teacher qualifications across district schools, including the number of teachers serving under a provisional internship permit, short-term staff permit, intern credential, emergency permit, or credential waiver.  
*(cf. 0520.2 - Title I Program Improvement Schools)*

Strategies for ensuring equitable access to experienced teachers may include, but are not limited to, incentives for voluntary transfers, provision of professional development, and/or programs to recruit and retain effective teachers.

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

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

*(cf. 4114 - Transfers)*

*(cf. 4131 - Staff Development)*

*(cf. 4131.1 - Teacher Support and Guidance)*

*(cf. 6171 - Title I Programs)*



*Legal Reference:*EDUCATION CODE

33126 *School accountability report card*  
 35035 *Additional powers and duties of superintendent*  
 35186 *Complaint process*  
 37616 *Assignment of teachers to year-round schools*  
 44225.6 *Commission report to the legislature re: teachers*  
 44250-44277 *Credentials and assignments of teachers*  
 44314 *Subject matter programs, approved subjects*  
 44824 *Assignment of teachers to weekend classes*  
 44955 *Reduction in number of employees*

GOVERNMENT CODE

3543.2 *Scope of representation*

CODE OF REGULATIONS, TITLE 5

80003-80005 *Credential authorizations*  
 80020-80020.5 *Additional assignment authorizations*  
 80335 *Performance of unauthorized professional services*  
 80339-80339.6 *Unauthorized certificated employee assignment*

UNITED STATES CODE, TITLE 20

6311 *State plan*  
 6312 *Local educational agency plans*  
 6601-6651 *Teacher and Principal Training and Recruiting Fund*

*Management Resources:*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*California State Plan to Ensure Equitable Access to Excellent Educators*  
*Every Student Succeeds Act 2016-17 School Year Transition Plan, April 2016*

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

*Administrator's Assignment Manual - Updates and Revisions, May 2014*  
*The Administrator's Assignment Manual, rev. September 2007*

U.S. DEPARTMENT OF EDUCATION GUIDANCE

*Transitioning to the Every Student Succeeds Act (ESSA): Frequently Asked Questions, rev. May 4, 2016*  
*Improving Teacher Quality State Grants: ESEA Title II, Part A, rev. October 5, 2006*

WEB SITES

CSBA: <http://www.csba.org>  
 California Department of Education: <http://www.cde.ca.gov>  
 Commission on Teacher Credentialing: <http://www.ctc.ca.gov>  
 U.S. Department of Education: <http://www.ed.gov>

SIERRA COUNTY OFFICE OF EDUCATION  
 SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT  
 Policy adopted: April 10, 2007  
 revised: August 9, 2016  
 revised: August 11, 2020

# Sierra County/Sierra-Plumas Joint USD

## Administrative Regulation

### Certificated Personnel

AR 4113

#### ASSIGNMENT

#### Assignment to Departmentalized Classes Outside Credential Authorization

Note: Education Code 44258.3 allows the Governing Board to assign the holder of a credential (including a provisional internship permit or short-term staff permit, but not an emergency permit) to teach any subject in departmentalized classes in any of grades K-12 provided that the Board first verifies that the teacher has adequate knowledge of each subject to be taught. If the district chooses to make such assignments, Education Code 44258.3 mandates the Board to establish policies and procedures, with specified components, for verifying the adequacy of these teachers' subject matter knowledge. Subject matter specialists as identified below must be involved in the development and implementation of these procedures. For further information, see the Commission on Teacher Credentialing's (CTC) Administrator's Assignment Manual.

Any holder of a credential other than an emergency permit may be assigned, with consent, to teach departmentalized classes in grades K-12 regardless of the designations on the teaching credential, provided that the teacher's subject matter knowledge is verified prior to the assignment. (Education Code 44258.3)

#### Procedures for ~~Verifying Subject Matter Knowledge~~

~~With~~ verifying a teacher's subject matter knowledge shall be developed and implemented by the Superintendent or designee with the involvement of appropriate subject matter specialists, ~~the Superintendent or designee shall develop and employ procedures for verifying the subject matter knowledge of teachers assigned to teach in departmentalized classes outside their credential authorization pursuant to Education Code 44258.3. For the purposes of these procedures, subject matter specialists are including~~ curriculum specialists, resource teachers, classroom teachers certified to teach ~~at~~ the subject, staff assigned to regional subject matter projects or curriculum institutes, or college faculty. (Education Code 44258.3)

Note: Items #1-2 below may be revised to reflect procedures and criteria established by the district.

~~(cf. 4112.2 Certification)~~

~~(cf. 4112.21 Interns)~~

~~(cf. 4112.22 Staff Teaching Students of Limited English Proficiency)~~

~~(cf. 4112.23 Special Education Staff)~~

Procedures to be used for this purpose shall specify: (Education Code 44258.3)

- 1.-      One or more of the following ways in which subject matter competence shall be assessed:
  - a.-      Observation by subject matter specialists
  - b.-      Oral interviews

- c.-      Demonstration lessons
  - d.-      Presentation of curricular portfolios
  - e.-      Written examinations
- 2.-      Specific criteria and standards for verifying subject matter knowledge by any of the above methods. These criteria shall include, but need not be limited to, evidence of the individual's knowledge of the subject matter to be taught, including demonstrated knowledge of the curriculum framework for the subject and the specific content of the district's course of study for the subject at the grade level to be taught.  
*(cf. 4115 - Evaluation/Supervision)*

Whenever a teacher is assigned to teach departmentalized classes pursuant to Education Code 44258.3, the Superintendent or designee shall notify the exclusive representative of the district's certificated employees. (Education Code 44258.3)  
*(cf. 4140/4240/4340 - Bargaining Units)*

~~Verification of the subject matter competence of teachers assigned to core academic subjects in Title I and non-Title I programs shall be based on procedures and criteria specified in 5 CCR 6100-6115.  
*(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)*~~

### Assignment to Elective Courses Outside Credential Authorization

Note: The following section is optional. Education Code 44258.7 authorizes districts to assign a teacher to an elective course outside the teacher's credential authorization provided that the teacher has special skills and preparation in that subject area and the assignment is approved by a local committee on assignments.

In order to make such assignments, the district must submit a plan to the County Superintendent of Schools which includes, but is not limited to, statements signed by the Board president or chair and the Superintendent approving the establishment of the committee, procedures for the selection of committee members, term of office for committee members, and criteria for determining teachers' qualifications for these assignments.

Pursuant to Education Code 44258.7, an "elective course" for this purpose is a course other than English, mathematics, science, or social science. The CTC's Administrator's Assignment Manual clarifies that whether a course is considered to be within these subject areas or an elective depends on whether students in the class receive graduation credit for the subject area. For instance, if a drama, speech, or journalism course grants graduation credit for English, then it cannot be taught by a teacher outside of the teacher's credential authorization under this option. However, if the course does not grant credit for English, then a teacher may be approved by the committee on assignments to teach the course outside the credential authorization.

A full-time teacher with special skills and preparation outside the credential authorization may, with the teacher's consent and the prior approval of a district committee on assignments, be assigned to teach an elective course in the area of the special skills or preparation, excluding a course in English, mathematics, science, or social studies. (Education Code 44258.7)

The Superintendent or designee shall establish a committee on assignments, consisting of an equal number of teachers selected by teachers and school administrators selected by school administrators, to approve such assignments. (Education Code 44258.7)

Note: The following two paragraphs are **optional** and may be revised to reflect district practice.

Committee members shall serve a two-year term but may be reappointed using the same procedure as the initial appointment.

When determining whether a teacher is qualified for an assignment pursuant to Education Code 44258.7, the committee may consider the teacher's education, prior experience, observation by subject matter specialists, oral interviews, demonstration lessons, presentation of curricular portfolios, and/or written examinations.

Assignments approved by the committee shall be for a maximum of one school year, but may be extended by action of the committee upon application by the principal and teacher. (Education Code 44258.7)

### **Assignment to Special Schedules**

Note: The following paragraph is for use by districts that operate one or more schools with year-round schedules in addition to schools with traditional schedules.

The Superintendent or designee shall make every reasonable effort to accommodate the preferences of certificated staff when assigning them to schools with year-round or regular schedules. (Education Code 37616)

*(cf. 6117 - Year-Round Schedules)*

Note: The following paragraph is for use by districts that have established weekend classes; see AR 6176 - Weekend/Saturday Classes.

Full-time probationary or permanent classroom teachers employed by the district prior to implementation of weekend classes shall not, without their written consent, be required to teach for more than 180 full days during a school year or for more than the number of full days during the preceding school year, whichever is greater. No teacher shall be assigned to work on a Saturday or Sunday if he/she/the teacher objects in writing that such assignment would conflict with his/her religious beliefs or practices. (Education Code 44824)

*(cf. 6176 - Weekend/Saturday Classes)*

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

Regulation approved: April 10, 2007

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# Sierra County/Sierra-Plumas Joint USD

## Board Policy

### Students

BP 5141.5

### **MENTAL HEALTH**

Note: Education Code 215 requires all governing boards to adopt a policy on student suicide prevention, intervention, and postvention (i.e., intervention conducted after a suicide) with specified components; see BP/AR 5141.52 - Suicide Prevention. The following **optional** policy is intended to address broader mental health issues facing students and may be revised to reflect district practice.

The Governing Board recognizes that students' emotional well-being and mental health contribute to their ability to perform to their full academic and personal potential. The Superintendent or designee shall develop strategies and services to build students' resiliency skills, help students cope with life challenges, and reduce the stigma associated with mental illness.

The Superintendent or designee shall consult and collaborate with school-employed mental health professionals, the county mental health department, psychologists and other health professionals, social workers, and/or community organizations to strengthen local mental health services and develop and implement an integrated plan to support student mental health.

*(cf. 1220 - Citizen Advisory Committees)*

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

To the extent possible, the district shall focus on preventive strategies which increase students' connectedness to school, create a support network of peers and trusted adults, and provide techniques for conflict resolution. The district shall investigate and resolve any complaint of bullying, intimidation, harassment, or discrimination in accordance with law and district policy.

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

*(cf. 1312.3 - Uniform Complaint Procedures)*

*(cf. 5131.2 - Bullying)*

*(cf. 5137 - Positive School Climate)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

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 shall provide instruction to students that promotes their healthy mental, emotional, and social development. Health education courses shall be aligned with the state content standards and curriculum framework and shall include, but not be limited to, instruction related to identifying signs of depression and self-destructive behaviors, developing coping skills, and identifying resources that may provide assistance.

*(cf. 6142.8 - Comprehensive Health Education)*

The Superintendent or designee shall provide school staff with information and training to recognize the early signs of an emerging mental health condition, identify risk factors and warning signs of suicidal intent, respond to students who have been impacted by traumatic stress, and link students with effective services and supports. Such information may also be provided to parents/guardians and families.

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

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

*(cf. 5141.52 - Suicide Prevention)*

The Superintendent or designee shall develop a protocol for identifying and assessing students who may be suffering from an anxiety disorder, depression, eating disorder, or other severe or disabling mental illness. The Superintendent or designee may establish districtwide or school-site crisis intervention team(s) to respond to mental health concerns in the school setting.

A school counselor, school psychologist, or school social worker may provide mental health counseling to students in accordance with the specialization(s) authorized on the individual's credential. As needed, students and their parents/guardians may be provided referrals to mental health services in the community and/or to mental health services at or near district schools.

*(cf. 5141.6 - School Health Services)*

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

Note: Pursuant to 28 CFR 35.108, a student should be evaluated in accordance with Section 504 of the Rehabilitation Act (29 USC 794) if the student has a disability, including a mental impairment, that substantially limits a major life activity, has a record of such impairment, or is regarded as having such impairment. See BP/AR 6164.6 - Identification and Education Under Section 504. Districts also have an affirmative, ongoing duty to actively and systematically seek out, identify, locate, and evaluate all children with disabilities who may be in need of special education and related services (Education Code 56171, 56300-56385; 20 USC 1412; 34 CFR 300.111). See BP/AR 6164.4 - Identification and Evaluation of Individuals for Special Education.

If a student has an emotional or mental illness that limits a major life activity, has a record of such impairment, or is regarded as having such impairment, or may need special education and related services, the student shall be referred for an evaluation for purposes of determining whether any educational or related services are required in accordance with Section 504 of the Rehabilitation Act or the federal Individuals with Disabilities Education Act, as applicable. (Education Code 56301-56302; 29 USC 794; 28 CFR 35.108)

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

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

Note: In addition to using district funds for mental health programs or services, districts may apply for grant funds administered by the county mental health agency or other sources.

The Mental Health Services Act, established by Proposition 63 in 2004, provides funding, personnel, and other resources to support county mental health programs, including, but not limited to, prevention and early intervention programs. Funding may be allocated for outreach to families and others to recognize the early signs of potentially severe and disabling mental illnesses, access and linkage to medically necessary care for children with severe

mental illness, reduction in stigma and discrimination against people with mental illness, and strategies to reduce negative outcomes that may result from untreated mental illness.

Welfare and Institutions Code 5886, as added by SB 75 (Ch. 51, Statutes of 2019), establishes the Mental Health Student Services Act, a competitive grant program to award funds to county mental health or behavioral health departments for the purpose of creating mental health partnerships with school districts, charter schools, and county offices of education.

The Superintendent or designee shall explore potential funding sources for district programs and services that support student's mental health. In accordance with local plans and priorities, the district may apply to the county for grants for prevention and early intervention activities that are designed to prevent mental illness from becoming severe and disabling and to improve timely access for underserved populations.

*Legal Reference:*

EDUCATION CODE

215-216 *Student suicide prevention*

234.6 *Posting suicide prevention policy on web site*

32280-32289.5 *Comprehensive safety plan*

49060-49079 *Student records*

49600 *Responsibilities of school counselors*

49602 *Confidentiality of student information*

49604 *Suicide prevention training for school counselors*

56171 *Duty to identify and assess children in private schools who need special education services*

56300-56385 *Identification, referral, and assessment for special education*

WELFARE AND INSTITUTIONS CODE

5698 *Emotionally disturbed youth; legislative intent*

5840-5840.8 *Prevention and early intervention programs*

5850-5886 *Children's Mental Health Services Act*

UNITED STATES CODE, TITLE 20

1400-1482 *Individuals with Disabilities Education Act*

UNITED STATES CODE, TITLE 29

794 *Rehabilitation Act of 1973, Section 504*

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 *Nondiscrimination on the basis of disability*

CODE OF FEDERAL REGULATIONS, TITLE 34

34 CFR 300.1-300.818 *Individuals with Disabilities Education Act*

*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, 2019*

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

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

NATIONAL CHILD TRAUMATIC STRESS NETWORK PUBLICATIONS

*Child Trauma Toolkit for Educators, 2008*

WEB SITES

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

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

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

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

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



*California Department of Health Care Services, Mental Health Services:*

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

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

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

*National Child Traumatic Stress Network: <https://www.nctsn.org>*

*National Council for Behavioral Health, Mental Health First Aid: <https://www.mentalhealthfirstaid.org>*

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

*Suicide Prevention Lifeline: <https://suicidepreventionlifeline.org>*

*Suicide Prevention Resource Center: <https://www.sprc.org/about-suicide>*

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

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

**SIERRA COUNTY OFFICE OF EDUCATION  
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT  
Policy adopted: August 11, 2020**

# Sierra County/Sierra-Plumas Joint USD

## Board Policy

### Students

BP 5145.3

#### NONDISCRIMINATION/HARASSMENT

Note: The following **mandated** policy reflects various provisions of state and federal law which prohibit discrimination against students in educational programs and activities based on certain actual or perceived characteristics of an individual, including Education Code 220, which prohibits discrimination based on disability, race, nationality, immigration status, ethnicity, gender, gender identity, gender expression, sexual orientation, religion, or any other characteristic contained in the definition of hate crimes in Penal Code 422.55; Government Code 11135, which prohibits discrimination based on all the foregoing characteristics and on sex, color, ancestry, age, medical condition, marital status, and an individual's genetic information; Title VI (42 USC 2000d-2000e-17), which prohibits discrimination based on race, color, or national origin; Title IX (20 USC 1681-1688), which prohibits discrimination based on sex, gender, gender identity, pregnancy, and parental status; the Age Discrimination Act of 1975 (42 USC 6101-6107), which prohibits discrimination based on age; and Title II (20 USC 12101-12213) and Section 504 (29 USC 794), which prohibit discrimination based on disability. Education Code 260 gives the Governing Board primary responsibility for ensuring that district programs and activities are free from discrimination based on age or any of the characteristics listed in Education Code 220. See also BP 0410 - Nondiscrimination in District Programs and Activities.

Moreover, this sample Board policy and the accompanying administrative regulation reflect the statutory right of a transgender student to participate in sex-segregated educational programs and use facilities consistent with one's gender identity as specified in Education Code 221.5, and best practices based on existing state and federal law. Districts with questions about the rights of transgender and gender-nonconforming students should consult legal counsel as appropriate. For more information on the rights of transgender students, see CSBA's Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Sex Discrimination.

Education Code 234.1 **mandates** that districts adopt policy prohibiting discrimination which applies to all acts related to school activity or school attendance occurring within a school or under the authority of the district, including discriminatory harassment, intimidation, and bullying, based on the foregoing characteristics. The California Department of Education (CDE), through its Federal Program Monitoring process, reviews districts' uniform complaint procedures (UCP) and other anti-discrimination policies and practices to ensure compliance with these requirements. In addition, the U.S. Department of Education's Office for Civil Rights (OCR) is responsible for the administrative enforcement of federal laws and regulations prohibiting discrimination on the basis of race, color, national origin, sex, disability, and age in programs and activities that receive federal financial assistance from the department, and requires the adoption of nondiscrimination policies and complaint procedures.

OCR has clarified in several publications that conduct that occurs off campus may have an adverse effect on a student at school (i.e., create a "hostile environment" for the student). When that happens, the district has an obligation to investigate and to take steps to protect the student.

This policy shall apply to all acts constituting unlawful discrimination or harassment related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

The Governing Board desires to provide a safe school environment that allows all students equal access to and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry,

nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics.

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

*(cf. 5131 - Conduct)*

*(cf. 5131.2 - Bullying)*

*(cf. 5137 - Positive School Climate)*

*(cf. 5145.7 - Sexual Harassment)*

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

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

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

~~This policy shall apply to all acts related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school related or school-sponsored activities but which may have an impact or create a hostile environment at school.~~

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also ~~includes the creation of a hostile environment through~~occurs when prohibited conduct ~~that~~ is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Note: In addition to the types of prohibited student conduct described above, unlawful discrimination includes different treatment of students with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services. See BP 0410 - Nondiscrimination in District Programs and Activities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

Note: Pursuant to Education Code 234.1 and 34 CFR 106.9, a district is required to publicize its nondiscrimination policies to the school community. In addition, Education Code 234.6, as added by AB 34 (Ch. 282, Statutes of 2019), requires the district, starting in the 2020-21 school year, to make readily accessible on its web site its nondiscrimination, sexual harassment, suicide prevention, and other specified policies and information related to specified state and federal laws and resources. For further information regarding specific posting requirements, see "Measures to Prevent Discrimination" in the accompanying administrative regulation.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. ~~He/she~~In addition, the Superintendent or designee shall post the district's policies prohibiting discrimination, harassment, intimidation, and bullying and other

required information on the district's web site in a manner that is easily accessible to parents/guardians and students, in accordance with law and the accompanying administrative regulation.

Note: In its October 2010 Dear Colleague Letter: Harassment and Bullying, OCR identifies training of the school community as one of the key measures for minimizing discriminatory and harassing behavior in school. See the accompanying administrative regulation for specific measures to prevent discrimination and facilitate students' access to the educational program. The following paragraph may be modified to reflect district practice.

The Superintendent or designee shall provide training and/or information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. He/sheThe Superintendent or designee shall report his/her/the findings and recommendations to the Board after each review.

*(cf. 1312.3 - Uniform Complaint Procedures)*

*(cf. 1330 - Use of Facilities)*

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

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

*(cf. 6145.2 - Athletic Competition)*

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

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Note: Policies related to discrimination must be consistent with the First Amendment right to free speech. Education Code 48950 prohibits a district from subjecting a high school student to disciplinary sanctions solely on the basis of speech or other communication that would be constitutionally protected if engaged in outside of campus. However, Education Code 48950 also specifies that the law does not prohibit discipline for harassment, threats, or intimidation unless constitutionally protected. Whether such speech might be entitled to constitutional protection would be determined on a case-by-case basis, with consideration for the specific words used and the circumstances involved. The district should consult legal counsel as necessary.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

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

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

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

*(cf. 5144 - Discipline)*

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

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

*(cf. 5145.2 - Freedom of Speech/Expression)*

## Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

(cf. 3580 - District Records)

### Legal Reference:

#### EDUCATION CODE

200-262.4 Prohibition of discrimination  
 48900.3 Suspension or expulsion for act of hate violence  
 48900.4 Suspension or expulsion for threats or harassment  
 48904 Liability of parent/guardian for willful student misconduct  
 48907 Student exercise of free expression  
 48950 Freedom of speech  
 48985 Translation of notices  
 49020-49023 Athletic programs  
~~49060-49079 Student records~~  
 51500 Prohibited instruction or activity  
 51501 Prohibited means of instruction  
 60044 Prohibited instructional materials

#### CIVIL CODE

1714.1 Liability of parents/guardians for willful misconduct of minor

#### GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state

#### PENAL CODE

422.55 Definition of hate crime  
 422.6 Crimes, harassment

#### CODE OF REGULATIONS, TITLE 5

432 Student record  
 4600-4670 Uniform complaint procedures  
 4900-4965 Nondiscrimination in elementary and secondary education programs

#### UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

~~12101-12213 Title II equal opportunity for individuals with disabilities~~

#### UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

#### UNITED STATES CODE, TITLE 42

2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended  
 2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964  
 6101-6107 Age Discrimination Act of 1975

~~12101-12213 Title II equal opportunity for individuals with disabilities~~

#### CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

#### CODE OF FEDERAL REGULATIONS, TITLE 34

99.31 Disclosure of personally identifiable information  
 100.3 Prohibition of discrimination on basis of race, color or national origin  
 104.7 Designation of responsible employee for Section 504

#### 104.8 Notice

106.8 Designation of responsible employee for Title IX  
 106.9 Notification of nondiscrimination on basis of sex  
 110.25 Prohibition of discrimination based on age

#### COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003) 324 F.3d 1130

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Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Sex Discrimination. ~~July 2016~~ March 2017

CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018

FIRST AMENDMENT CENTER PUBLICATIONS

Public Schools and Sexual Orientation: A First Amendment Framework for Finding Common Ground, 2006

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016

Dear Colleague Letter: Title IX Coordinators, April 2015

Resolution Agreement Between the Arcadia Unified School District, U.S. Department of Education, Office for Civil Rights, and the U.S. Department of Justice, Civil Rights Division, (2013) OCR 09-12-1020, DOJ 169-12C-70

Dear Colleague Letter: Harassment and Bullying, October 2010

Notice of Non-Discrimination, Fact Sheet, August 2010

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLICATIONS

Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, August 2003

WEB SITES

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

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

California Office of the Attorney General: <http://oag.ca.gov>

California Safe Schools Coalition: <http://www.casafeschools.org>

~~California Office of the Attorney General: <http://oag.ca.gov>~~

First Amendment Center: <http://www.firstamendmentcenter.org>

~~National School Boards Association: <http://www.nsba.org>~~

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

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

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# Sierra County/Sierra-Plumas Joint USD

## Administrative Regulation

### Students

AR 5145.3

### NONDISCRIMINATION/HARASSMENT

Note: The following **mandated** administrative regulation provides measures that may be implemented by a district to comply with state and federal laws and regulations prohibiting unlawful discrimination at school or in school-sponsored or school-related activities, including discriminatory harassment, intimidation, and bullying, of any student based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected category or association with a person or group with one or more of these actual or perceived characteristics. Federal and state law also prohibit retaliation against those who engage in activity to protect civil rights.

5 CCR 4621 **mandates** the district to identify in its policies and procedures the person(s), position(s), or unit(s) responsible for ensuring compliance with applicable state and federal laws and regulations governing educational programs, including the receiving and investigating of complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying. In addition, 34 CFR 106.8 and other federal regulations **mandate** districts that receive federal financial assistance to adopt procedures for the "prompt and equitable" resolution of student and employee discrimination complaints, including the designation of one or more responsible employees to ensure district compliance with federal laws and regulations governing the district's educational programs.

During the Federal Program Monitoring process, California Department of Education (CDE) staff will check to ensure that the district's procedures list the specific title(s) of the employee(s) responsible for investigating complaints. The U.S. Department of Education's (USDOE) Office for Civil Rights (OCR) is the agency responsible for the administrative enforcement of federal antidiscrimination laws and regulations in programs and activities that receive federal financial assistance from the department. In reviewing a district's discrimination policies and procedures, OCR will examine whether the district has identified the employee(s) responsible for coordinating compliance with federal civil rights laws, including the investigation of complaints.

The following paragraphs identify the employee(s) designated to coordinate the district's efforts to comply with state and federal civil rights laws (e.g. Title IX and Section 504 coordinators), including the investigation and resolution of discrimination complaints under AR 1312.3 - Uniform Complaint Procedures. Note also that a district may designate more than one employee to coordinate compliance and/or receive and investigate complaints, although each employee designated as a coordinator/compliance officer must be properly trained.

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's efforts to comply with applicable state and federal civil rights laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and the Age Discrimination Act of 1975, and to answer inquiries regarding the district's nondiscrimination policies. The individual(s) shall also serve as the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures as the responsible employee to handle complaints alleging unlawful discrimination targeting a student, including discriminatory harassment, intimidation, or bullying, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one



or more of these actual or perceived characteristics. The coordinator/compliance officer(s) may be contacted at: (Education Code 234.1; 5 CCR 4621)

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

*(cf. 1312.3 - Uniform Complaint Procedures)*

## Measures to Prevent Discrimination

To prevent unlawful discrimination, including discriminatory harassment, intimidation, retaliation, and bullying, of students at district schools or in school activities and to ensure equal access of all students to the educational program, the Superintendent or designee shall implement the following measures:

Note: As part of its responsibility to monitor district compliance with legal requirements concerning discrimination pursuant to Education Code 234.1, CDE is required to ensure that the district posts its nondiscrimination policies in all schools, offices, staff lounges, and student government meeting rooms.

In addition, federal regulations enforced by OCR require the district to notify students, parents/guardians, and employees of its policies prohibiting discrimination on the basis of sex (34 CFR 106.8, 106.9), disability (34 CFR 104.8 and 28 CFR 35.107), and age (34 CFR 110.25) and of related complaint procedures.

1. Publicize the district's nondiscrimination policy and related complaint procedures, including the coordinator/compliance officer's contact information, to students, parents/guardians, employees, volunteers, and the general public by posting them ~~on the district's web site and other~~in prominent locations and providing easy access to them through district-supported ~~social media, when available.~~communications
2. ~~Post in a prominent and conspicuous location on the district and school web sites~~

Note: Education Code 234.6, as added by AB 34 (Ch. 282, Statutes of 2019), requires a district, starting with the 2020-21 school year, to post its nondiscrimination policies on its web site as specified below. In addition to the policies listed below, if the district has a policy in regard to the prevention and response to hate violence, it is also required to be posted, and the following item should be modified accordingly. See BP 5145.9 - Hate-Motivated Behavior.

2. Post the district's policies and procedures prohibiting discrimination, harassment, student sexual harassment, intimidation, bullying, and cyberbullying, including a section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media, in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students (Education Code 234.6)  
*(cf. 0410 - Nondiscrimination in District Programs and Activities)*  
*(cf. 1113 - District and School Web Sites)*  
*(cf. 1114 - District-Sponsored Social Media)*  
*(cf. 5131.2 - Bullying)*

*(cf. 5145.7 - Sexual Harassment)*  
*(cf. 5145.9 - Hate-Motivated Behavior)*

Note: Education Code 234.6, as added by AB 34, requires a district, starting in the 2020-21 school year, to post the definitions specified below.

3. Post the definition of sex discrimination and harassment as described in Education Code 230, including the rights set forth in Education Code 221.8, in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students (Education Code 234.6)

Note: Education Code 221.61 requires districts and public schools to post on their web sites information related to Title IX (20 USC 1681-1688). Education Code 234.6, as added by AB 34, requires districts, beginning in the 2020-21 school year, to post the Title IX information required pursuant to 221.61 in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students. Additionally, districts are required to provide a link to the Title IX information included on CDE's website pursuant to Education Code 221.6, in the same manner. A comprehensive list of rights based on the federal regulations implementing Title IX can be found in Education Code 221.8. A district that does not maintain a web site may comply by posting the information below on the web site of its county office of education. A school without a web site may comply by posting the information on the web site of the district or county office of education.

4. Post in a prominent location on the district web site in a manner that is easily accessible to parents/guardians and students information regarding Title IX prohibitions against discrimination based on a student's sex, gender, gender identity, pregnancy, and parental status, including the following: (Education Code ~~221.6, 221.61~~, 234.6)
- a. The name and contact information of the district's Title IX coordinator, including the phone number and email address
  - b. The rights of students and the public and the responsibilities of the district under Title IX, including a list of rights as specified in Education Code 221.8 and web links to information about those rights and responsibilities located on the web sites of the Office for Equal Opportunity and the U.S. Department of Education's Office for Civil Rights (OCR)
  - c. A description of how to file a complaint of noncompliance ~~with~~under Title IX in accordance with AR 1312.3 - Uniform Complaint Procedures, which shall include:
    - (1) An explanation of the statute of limitations within which a complaint must be filed after an alleged incident of discrimination has occurred and how a complaint may be filed beyond the statute of limitations
    - (2) An explanation of how the complaint will be investigated and how the complainant may further pursue the complaint, including web links to this information on the OCR's web site
    - (3) A web link to the OCR complaints form and the contact information for the office, including the phone number and email address for the office
  - d. A link to the Title IX information included on the California Department of Education's (CDE) web site

Note: Education Code 234.6, as added by AB 34, requires a district, starting in the 2020-21 school year, to post a link to statewide resources as specified below.

5. Post a link to statewide CDE-compiled resources, including community-based organizations, that provide support to youth who have been subjected to school-based discrimination, harassment, intimidation, or bullying and to their families. Such resources shall be posted in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students. (Education Code 234.5, 234.6)  
~~(cf. 1113 - District and School Web Sites)~~  
~~(cf. 1114 - District Sponsored Social Media)~~
6. Provide to students a handbook that contains age-appropriate information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to students who feel that they have been the victim of any such behavior. ~~(Education Code 234.1)~~
7. Annually notify all students and parents/guardians of the district's nondiscrimination policy, including its responsibility to provide a safe, nondiscriminatory school environment for all students, including transgender and gender-nonconforming students. The notice shall inform students and parents/guardians that they may request to meet with the compliance officer to determine how best to accommodate or resolve concerns that may arise from the district's implementation of its nondiscrimination policies. The notice shall also inform all students and parents/guardians that, to the extent possible, the district will address any individual student's interests and concerns in private.  
*(cf. 5145.6 - Parental Notifications)*

Note: Both federal and state laws contain requirements for translation of certain information and documents. Title VI of the Civil Rights Act of 1964 requires school districts to ensure meaningful access to their programs and activities by persons with limited English proficiency. OCR has interpreted this to require that, whenever information is provided to parents/guardians, districts must notify limited-English-proficient (LEP) parents/guardians in a language other than English in order to be adequate. OCR enforces this requirement consistent with the Department of Justice's 2003 Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons. Under the Guidance, a recipient of federal funds has an obligation to provide language assistance to LEP individuals based on balancing four factors: (1) the number or proportion of LEP individuals likely to encounter or be served by the program, (2) the frequency with which LEP individuals come in contact with the program, (3) the nature and importance of the services provided by the program, and (4) the resources available to the recipient and costs. State law is more specific than federal law: Education Code 48985 requires translation of certain information and documents if 15 percent or more of students enrolled in the school speak a single primary language other than English.

8. ~~The Superintendent or designee shall ensure~~Ensure that students and parents/guardians, including those with limited English proficiency, are notified of how to access the relevant information provided in the district's nondiscrimination policy and related complaint procedures, notices, and forms in a language they can understand.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning nondiscrimination shall be translated into that language in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

9. Provide to students, employees, volunteers, and parents/guardians age-appropriate training and/or information regarding the district's nondiscrimination policy; what constitutes prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying; how and to whom a report of an incident should be made; and how to guard against segregating or stereotyping students when providing instruction, guidance, supervision, or other services to them. Such training and information shall include details of guidelines the district may use to provide a discrimination-free environment for all district students, including transgender and gender-nonconforming students.

*(cf. 1240 - Volunteer Assistance)*

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

10. At the beginning of each school year, inform school employees that any employee who witnesses any act of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, against a student is required to intervene if it is safe to do so. (Education Code 234.1)

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

Note: Item #11 below may be revised to reflect district practice. In some situations, the district may need to provide assistance to a student to protect the student from harassment or bullying. Each situation will need to be analyzed to determine the most appropriate course of action to meet the needs of the student, based on the circumstances involved.

11. At the beginning of each school year, inform each principal or designee of the district's responsibility to provide appropriate assistance or resources to protect students from threatened or potentially discriminatory behavior and ensure their privacy rights.

### **Enforcement of District Policy**

The Superintendent or designee shall take appropriate actions to reinforce BP 5145.3 - Nondiscrimination/Harassment. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti  
*(cf. 5131.5 - Vandalism and Graffiti)*
2. Providing training to students, staff, and parents/guardians about how to recognize unlawful discrimination, how to report it or file a complaint, and how to respond
3. Disseminating and/or summarizing the district's policy and regulation regarding unlawful discrimination
4. Consistent with laws regarding the confidentiality of student and personnel records, communicating to students, parents/guardians, and the community the school's response plan to unlawful discrimination or harassment  
*(cf. 4112.6/4212.6/4312.6 - Personnel Files)*  
*(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)*  
*(cf. 5125 - Student Records)*

5. Taking appropriate disciplinary action against students, employees, and anyone determined to have engaged in wrongdoing in violation of district policy, including any student who is found to have filed a complaint of discrimination that ~~he/she~~the student knew was not true  
*(cf. 4118 - Dismissal/Suspension/Disciplinary Action)*  
*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*  
*(cf. 5144 - Discipline)*  
*(cf. 5144.1 - Suspension and Expulsion/Due Process)*  
*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*  
*(cf. 6159.4 - Behavioral Interventions for Special Education Students)*

## Process for Initiating and Responding to Complaints

Note: Education Code 234.1 requires that districts adopt a process for receiving and investigating complaints of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, and bullying. Such a process, which is required to be consistent with the uniform complaint procedures specified in 5 CCR 4600-4670, must include (1) a requirement that school personnel who witness an act take immediate steps to intervene when safe to do so, (2) a timeline for investigating and resolving complaints, (3) an appeal process, and (4) translation of forms when required by Education Code 48985. In addition, federal regulations require districts to adopt procedures providing for the prompt and equitable resolution of complaints of discrimination on the basis of sex (34 CFR 106.8), disability (34 CFR 104.7 and 28 CFR 35.107), and age (34 CFR 110.25). OCR guidance on federal civil rights requirements notes that districts may have a responsibility to respond to notice of discrimination whether or not a formal complaint is filed. In addition, districts may have an obligation to respond to notice of sexual harassment of students which occurs off school grounds or outside school-sponsored or school-related programs or activities, since the sexual harassment may still create a hostile environment at school. This principle would also apply to harassment on other bases, such as race, gender, or disability.

~~Any student who feels that he/she has been subjected to unlawful discrimination described above or in district policy is~~Students who feel that they have been subjected to unlawful discrimination described above or in district policy are strongly encouraged to immediately contact the compliance officer, principal, or any other staff member. In addition, ~~any student~~students who ~~observes~~observe any such incident ~~is~~are strongly encouraged to report the incident to the compliance officer or principal, whether or not the alleged victim files a complaint.

Any school employee who observes an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, or to whom such an incident is reported shall report the incident to the compliance officer or principal within a school day, whether or not the alleged victim files a complaint.

Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

Note: Though a formal complaint must be in writing pursuant to 5 CCR 4600, the district's obligation to provide a safe school environment for its students overrides the need to comply with formalities. Thus, once the district receives notice of an incident, whether verbally or in writing, it is good practice to begin the investigation of the report and to take steps to stop any prohibited conduct and address any effect on students. The following paragraph reflects such practice and is consistent with OCR recommendation.

When a verbal report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is made to or received by the principal or compliance officer, ~~he/she~~the principal or compliance officer shall make a note of the report and encourage the student or parent/guardian to file the complaint in writing, pursuant to the provisions in AR 1312.3 - Uniform Complaint Procedures. Once notified verbally or in writing, the principal or compliance

officer shall begin the investigation and shall implement immediate measures necessary to stop the discrimination and ensure that all students have access to the educational program and a safe school environment. Any interim measures adopted to address unlawful discrimination shall, to the extent possible, not disadvantage the complainant or a student who is the victim of the alleged unlawful discrimination.

Any report or complaint alleging unlawful discrimination by the principal, compliance officer, or any other person to whom a report would ordinarily be made or complaint filed shall instead be made to or filed with the Superintendent or designee who shall determine how the complaint will be investigated.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

## Transgender and Gender-Nonconforming Students

Note: The term "gender identity" is not specifically defined in the Education Code. The following definition is consistent with case law and generally accepted terms within academia, as well as the Resolution Agreement between the Arcadia Unified School District, the U.S. Department of Education Office for Civil Rights, and the U.S. Department of Justice, Civil Rights Division, which defines "gender identity" as "one's internal sense of gender, which may be different from one's assigned sex, and which is consistently and uniformly asserted, or for which there is other evidence that the gender identity is sincerely held as part of the student's core identity."

*Gender identity* of a student means the student's gender-related identity, appearance, or behavior as determined from the student's internal sense ~~of his/her gender~~, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the student's physiology or assigned sex at birth.

*Gender expression* means a student's gender-related appearance and behavior, whether stereotypically associated with the student's assigned sex at birth. (Education Code 210.7)

*Gender transition* refers to the process in which a student changes from living and identifying as the sex assigned to the student at birth to living and identifying as the sex that corresponds to the student's gender identity.

*Gender-nonconforming student* means a student whose gender expression differs from stereotypical expectations.

*Transgender student* means a student whose gender identity is different from the gender ~~he/she was~~ assigned at birth.

~~Regardless of whether they are sexual in nature,~~ The district prohibits acts of verbal, nonverbal, or physical aggression, intimidation, or hostility that are based on sex, gender identity, or gender expression, or that have the purpose or effect of producing a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment ~~are prohibited, regardless of whether the acts are sexual in nature.~~ Examples of the types of conduct which are prohibited in the district and which may constitute gender-based harassment include, but are not limited to:

1. Refusing to address a student by a name and the pronouns consistent with ~~his/her~~ the student's gender identity



2. Disciplining or disparaging a student or excluding ~~him/her~~the student from participating in activities, for behavior or appearance that is consistent with ~~his/her~~the student's gender identity or that does not conform to stereotypical notions of masculinity or femininity, as applicable
3. Blocking a student's entry to the restroom that corresponds to ~~his/her~~the student's gender identity
4. Taunting a student because ~~he/she~~the student participates in an athletic activity more typically favored by a student of the other sex
5. Revealing a student's transgender status to individuals who do not have a legitimate need for the information, without the student's consent
6. ~~Use of~~Using gender-specific slurs
7. ~~Physical assault of~~Physically assaulting a student motivated by hostility toward ~~him/her~~the student because of ~~his/her~~the student's gender, gender identity, or gender expression

The district's uniform complaint procedures (AR 1312.3) shall be used to report and resolve complaints alleging discrimination against transgender and gender-nonconforming students.

Examples of bases for complaints include, but are not limited to, the above list, as well as improper rejection by the district of a student's asserted gender identity, denial of access to facilities that correspond with a student's gender identity, improper disclosure of a student's transgender status, discriminatory enforcement of a dress code, and other instances of gender-based harassment.

To ensure that transgender and gender-nonconforming students are afforded the same rights, benefits, and protections provided to all students by law and Board policy, the district shall address each situation on a case-by-case basis, in accordance with the following guidelines:

Note: Timelines included in items #1-2 below may be modified to reflect district practice.

1. Right to privacy: A student's transgender or gender-nonconforming status is ~~his/her~~the student's private information and the district shall only disclose the information to others with the student's prior written consent, except when the disclosure is otherwise required by law or when the district has compelling evidence that disclosure is necessary to preserve the student's physical or mental well-being. In any case, the district shall only allow disclosure of a student's personally identifiable information to employees with a legitimate educational interest as determined by the district pursuant to 34 CFR 99.31. Any district employee to whom a student's transgender or gender-nonconforming status is disclosed shall keep the student's information confidential. When disclosure of a student's gender identity is made to a district employee by a student, the employee shall seek the student's permission to notify the compliance officer. If the student refuses to give permission, the employee shall keep the student's information confidential, unless ~~he/she~~the employee is required to disclose or report the student's information pursuant to this administrative regulation, and shall inform the student that honoring the student's request may limit the district's ability to meet the student's needs related to ~~his/her~~the student's status as a

transgender or gender-nonconforming student. If the student permits the employee to notify the compliance officer, the employee shall do so within three school days.

As appropriate given the student's need for support, the compliance officer may discuss with the student any need to disclose the student's transgender or gender-nonconformity status or gender identity or gender expression to ~~his/her~~the student's parents/guardians and/or others, including other students, teacher(s), or other adults on campus. The district shall offer support services, such as counseling, to students who wish to inform their parents/guardians of their status and desire assistance in doing so.

*(cf. 1340 - Access to District Records)*

*(cf. 3580 - District Records)*

2. **Determining a Student's Gender Identity:** The compliance officer shall accept the student's assertion of ~~his/her~~gender identity and begin to treat the student consistent with ~~his/her~~that gender identity unless district personnel present a credible and supportable basis for believing that the student's assertion is for an improper purpose.
3. **Addressing a Student's Transition Needs:** The compliance officer shall arrange a meeting with the student and, if appropriate, ~~his/her~~the student's parents/guardians to identify and develop strategies for ensuring that the student's access to ~~education~~educational programs and activities is maintained. The meeting shall discuss the transgender or gender-nonconforming student's rights and how those rights may affect and be affected by the rights of other students and shall address specific subjects related to the student's access to facilities and to academic or educational support programs, services, or activities, including, but not limited to, sports and other competitive endeavors. In addition, the compliance officer shall identify specific school site employee(s) to whom the student may report any problem related to ~~his/her~~the student's status as a transgender or gender-nonconforming individual, so that prompt action can be taken to address it. Alternatively, if appropriate and desired by the student, the school may form a support team for the student that will meet periodically to assess whether the arrangements for the student are meeting ~~his/her~~the student's educational needs and providing equal access to programs and activities, educate appropriate staff about the student's transition, and serve as a resource to the student to better protect the student from gender-based discrimination.

Note: Pursuant to Education Code 221.5, a district is required to permit a student to use facilities and participate in sex-segregated school programs and activities consistent with the student's gender identity, regardless of the gender listed on the student's educational records. Because Education Code 221.5 affords transgender students these rights, districts in California are not impacted by the February 22, 2017 action of the USDOE and U.S. Department of Justice to rescind earlier federal guidance which had indicated that, under Title IX, students must be allowed to use sex-segregated facilities in accordance with their gender identity. In implementing state law, districts may review recommended practices in the USDOE's Office of Elementary and Secondary Education's Examples of Policies and Emerging Practices for Supporting Transgender Students. For more information on the rights of transgender students, see CSBA's Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Discrimination.

4. **Accessibility to Sex-Segregated Facilities, Programs, and Activities:** When the district maintains sex-segregated facilities, such as restrooms and locker rooms, or offers sex-segregated programs and activities, such as physical education classes, intermural sports, and interscholastic athletic programs, students shall be permitted to access facilities and participate in programs and activities consistent with their gender identity. To address any student's privacy concerns in using sex-segregated facilities, the district shall offer available options such as a gender-neutral or single-use restroom or changing area, a



bathroom stall with a door, an area in the locker room separated by a curtain or screen; ~~access to a staff member's office~~, or use of the locker room before or after the other students. However, the district shall not require a student to utilize these options because ~~he/she~~the student is transgender or gender-nonconforming. In addition, a student shall be permitted to participate in accordance with ~~his/her~~the student's gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips. A student's right to participate in a sex-segregated activity in accordance with ~~his/her~~the student's gender identity shall not render invalid or inapplicable any other eligibility rule established for participation in the activity.

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

*(cf. 6145.2 - Athletic Competition)*

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

*(cf. 7110 - Facilities Master Plan)*

Note: Education Code 49062.5 and 49070, as added and amended by AB 711 (Ch. 179, Statutes of 2019), respectively, require districts to update a former student's records to change the student's name and/or gender as specified below. See AR 5125 - Student Records.

5. Student Records: A student's legal name or gender as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed with proper documentation. ~~However, at the written request of a student or, if appropriate, his/her parents/guardians, the district shall use the student's preferred name and pronouns consistent with his/her gender identity on all other district-related documents. Such preferred name may be added to the student's record and official documents as permitted by law. When a student presents government-issued documentation of a name and/or gender change or submits a request for a name and/or gender change through the process specified in Education Code 49070, the district shall update the student's records. (Education Code 49062.5, 49070)~~  
*(cf. 5125 - Student Records)*  
*(cf. 5125.1 - Release of Directory Information)*  
*(cf. 5125.3 - Challenging Student Records)*
6. Names and Pronouns: If a student so chooses, district personnel shall be required to address the student by a name and the ~~pronouns~~pronoun(s) consistent with ~~his/her~~the student's gender identity, without the necessity of a court order or a change to ~~his/her~~the student's official district record. However, inadvertent slips or honest mistakes by district personnel in the use of the student's name and/or consistent pronouns will, in general, not constitute a violation of this administrative regulation or the accompanying district policy.
7. Uniforms/Dress Code: A student has the right to dress in a manner consistent with ~~his/her~~the student's gender identity, subject to any dress code adopted on a school site.  
*(cf. 5132 - Dress ~~Code~~ and Grooming)*

SIERRA COUNTY OFFICE OF EDUCATION  
 SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT  
 Regulation approved: December 9, 2014  
 revised: October 11, 2016  
 revised: July 11, 2017  
 revised: September 11, 2018  
 revised: August 11, 2020

# Sierra County/Sierra-Plumas Joint USD

## Board Policy

### Instruction

BP 6020

### PARENT INVOLVEMENT

Note: Education Code 11503 and 20 USC 6318 **mandate** each district receiving federal Title I, Part A, funds to have a written parent/guardian and family engagement policy developed jointly with and agreed upon by parents/guardians and family members of participating students. Education Code 11504 **mandates** districts to adopt a policy on parent/guardian involvement applicable to each school that does not receive Title I funds. The following policy and accompanying administrative regulation contain language satisfying both mandates and should be revised to reflect district practice.

In addition, Education Code 51101 mandates policy for all districts addressing the manner in which parents/guardians, school staff, and students may share responsibility for continuing the intellectual, physical, emotional, and social development and well-being of students; see BP/AR 5020 - Parent Rights and Responsibilities for language fulfilling this mandate.

For best practices in implementing parent/guardian and family engagement programs, see the California Department of Education's Family Engagement Framework: A Tool for California School Districts.

~~The Board of Education~~ Governing Board recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent/guardian involvement in the education of their children contributes greatly to student achievement and a positive school environment. The Superintendent or designee shall work with ~~staff and~~ parents/guardians and family members to jointly develop ~~meaningful opportunities at all grade levels for~~ and agree upon policy and strategies to meaningfully involve parents/guardians ~~to be involved~~ and family members in district and school activities at all grade levels; advisory, decision-making, and advocacy roles; and activities to support learning at home.

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

*(cf. ~~0420.1 - School Based Program Coordination~~)*

*(cf. ~~0420.5 - School Based Decision Making~~)*

*(cf. ~~0520.1 - High Priority Schools Grant Program~~)*

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

*(cf. ~~1220 - Citizen Advisory Committees~~)*

*(cf. ~~1230 - School-Connected Organizations~~)*

*(cf. ~~1240 - Volunteer Assistance~~)*

*(cf. ~~1250 - Visitors/Outsiders~~)*

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

*(cf. 5020 - Parent Rights and Responsibilities)*

The district's local control and accountability plan (LCAP) shall include goals and strategies for parent/guardian involvement and family engagement, including district efforts to seek parent/guardian input in district and school site decision making and to promote parent/guardian participation in programs for English learners, foster youth, students eligible for free and reduced-price meals, and students with disabilities. (Education Code 42238.02, 52060)

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

*(cf. ~~5145.6 - Parental Notifications~~)*

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's parent ~~involvement/guardian and family engagement~~ efforts, including, but not limited to, input from parents/guardians, family members, and school staff on the adequacy of ~~parent~~ involvement opportunities and on barriers that may inhibit ~~parent/guardian~~ participation.

*(cf. 0500 - Accountability)*

## Title I Schools

Note: The following section is for use by districts that receive Title I funds. 20 USC 6318 mandates that such districts develop, jointly with parents/guardians and family members of participating students, policy which establishes expectations and objectives for meaningful parent/guardian and family involvement and describes how the district will address specified components. See the accompanying administrative regulation for the required components and optional strategies for addressing each component.

State law (Education Code 11503) also mandates procedures to ensure that parents/guardians are consulted and participate in the planning, design, implementation, and evaluation of the Title I parent/guardian and family engagement program.

The Superintendent or designee shall ~~ensure that the district's parent involvement strategies are jointly developed with involve parents/guardians and agreed upon by parents/guardians of students participating family members~~ in Title I programs. ~~Those strategies shall establish establishing district expectations and objectives for parent involvement and meaningful parent/guardian and family engagement in schools supported by Title I funding, developing strategies that describe how the district will carry out each activity listed in 20 USC 6318. (20 USC 6318)~~

, as contained in the accompanying administrative regulation, and implementing and evaluating such programs, activities, and procedures. As appropriate, the Superintendent or designee shall consult with conduct outreach to all parents/guardians and family members. (Education Code 11503; 20 USC 6318)

*(cf. 6171 - Title I Programs)*

Note: The following paragraph is for use by districts that receive more than \$500,000 in Title I, Part A funding. Pursuant to 20 USC 6318, the Governing Board must reserve at least one percent of the district's Title I funding to carry out parent/guardian and family engagement activities, provided that one percent of the allocation received by the district totals more than \$5,000.

When the district's Title I, Part A allocation exceeds the amount specified in 20 USC 6318, the Board shall reserve at least one percent of the funding to implement parent/guardian and family engagement activities and shall distribute at least 90 percent of those reserved funds to eligible schools, with priority given to high-need schools as defined in 20 USC 6631. The Superintendent or designee shall involve parents/guardians and family members of participating students in decisions regarding how the district's Title I funds will be allotted for parent ~~involvement/guardian and family engagement~~ activities. (20 USC 6318)

*(cf. 3100 - Budget)*

Note: 20 USC 6318 identifies allowable uses of the Title I funds reserved for parent/guardian and family engagement, as provided below. These uses are consistent with the activities that must be addressed in the district's parent/guardian and family engagement policy, as described in the accompanying administrative regulation.

Expenditures of such funds shall be consistent with the activities specified in this policy and shall include at least one of the following: (20 USC 6318)

1. Support for schools and nonprofit organizations in providing professional development for district and school staff regarding parent/guardian and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents/guardians and family members
2. Support for programs that reach parents/guardians and family members at home, in the community, and at school
3. Dissemination of information on best practices focused on parent/guardian and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents/guardians and family members
4. Collaboration, or the provision of subgrants to schools to enable collaboration, with community-based or other organizations or employers with a record of success in improving and increasing parent/guardian and family engagement
5. Any other activities and strategies that the district determines are appropriate and consistent with this policy

Note: The following paragraph is for use by districts that receive funds under federal Title IV, Part E (20 USC 7241-7246).

If the district also receives funds under federal Title IV, Part E, to coordinate and enhance family engagement programs, the Superintendent or designee shall inform parents/guardians and organizations of the existence of Title IV. (20 USC 6318)

Note: Pursuant to 20 USC 6318, the district's parent/guardian and family engagement policy must be incorporated into the district's Title I LEA plan. In California, all the requirements of the LEA plan are addressed in an addendum to the LCAP. See BP 0460 - Local Control and Accountability Plan.

The district's Board policy and administrative regulation containing parent/guardian and family engagement strategies shall be incorporated into the district's LCAP in accordance with 20 USC 6312. (20 USC 6318)

The Superintendent or designee shall ensure that each school receiving Title I funds develops a school-level parent-~~involvement~~/guardian and family engagement policy in accordance with 20 USC 6318.

District and school-level parent/guardian and family engagement policies and administrative regulations shall be distributed to parents/guardians of students participating in Title I programs and shall be available to the local community. Parents/guardians shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents/guardians can understand. (20 USC 6318)

(cf. 5145.6 - Parental Notifications)

## Non-Title I Schools

Note: The following section is for use by districts that do not receive any Title I funds or that have one or more individual schools that do not receive Title I funds. Education Code 11504 mandates the Board to adopt a policy on parent/guardian involvement, applicable to each school that does not receive Title I funds, that is consistent with the purposes and goals in Education Code 11502. See the accompanying administrative regulation for information about these goals and sample strategies for addressing each goal.

The Superintendent or designee shall develop and implement strategies applicable to each school that does not receive federal Title I funds to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how the district and schools will address the purposes and goals described in Education Code 11502. (Education Code 11504)

### Legal Reference:

#### EDUCATION CODE

~~11500-11506~~11505 *Programs to encourage parent involvement*

48985 *Notices in languages other than English*

51101 *Parent rights and responsibilities*

52060-52077 *Local control and accountability plan*

54444.1-54444.2 *Parent advisory councils, services to migrant children*

56190-56194 *Community advisory committee, special education*

64001 *SingleSchool plan for student achievement, consolidated application programs*

#### LABOR CODE

230.8 *Time off to visit child's school*

#### CODE OF REGULATIONS, TITLE 5

18275 *Child care and development programs, parent involvement and education*

#### UNITED STATES CODE, TITLE 20

~~6311~~ *Parental notice of teacher qualifications and student achievement*

~~6311~~ *State plan*

6312 *Local educational agency plan*

6314 *Schoolwide programs*

~~6316~~ *School improvement*

6318 *Parent involvement and family engagement*

~~6631~~ *Teacher and school leader incentive program, purposes and definitions*

~~7241-7246~~ *Family engagement in education programs*

#### CODE OF FEDERAL REGULATIONS, TITLE 28

35.104 *Definitions, auxiliary aids and services*

35.160 *Communications*

### Management Resources:

#### CSBA-CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*Parent Involvement: Development of Effective and Legally Compliant Policies, Governance and Policy Services Policy Briefs, August 2006*

#### STATE BOARD OF EDUCATION POLICIES

~~89-01~~ *Parent Involvement in the Education of Their Children, rev. 1994*

Title I School-Level Parental Involvement Policy

Family Engagement Framework: A Tool for California School Districts, 2014

#### U.S. DEPARTMENT OF EDUCATION NON-REGULATORY GUIDANCE PUBLICATIONS

Parental Involvement: Title I, Part A, Non-Regulatory Guidance, April 23, 2004

#### WEB SITES

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

California Department of Education, Family, School, Community Partnerships: <http://www.cde.ca.gov/lsp/pf>

California Parent Center: <http://parent.sdsu.edu>

California State PTA: <http://www.capta.org>

National Coalition for Parent Involvement in Education: <http://www.ncpie.org>

National PTA: <http://www.pta.org>

~~No Child Left Behind~~: <http://www.ed.gov/nclb>

Parent Information and Resource Centers: <http://www.pirc-info.net>

Parents as Teachers National Center: <http://www.parentsasteachers.org>

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

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

Policy adopted: April 10, 2007

revised: August 11, 2020

# Sierra County/Sierra-Plumas Joint USD

## Administrative Regulation

### Instruction

AR 6020

### PARENT INVOLVEMENT

Note: The following administrative regulation contains parent/guardian and family engagement strategies that meet legal requirements applicable to districts and schools receiving federal Title I funds and those that do not receive Title I funds. The district should use and adapt the section(s) applicable to its circumstances. If desired, the district may develop one set of strategies applicable to all schools, provided that all the provisions required by law for both types of schools are included.

### District Strategies for Title I Schools

Note: The following section is for use by districts that receive Title I, Part A, funds. 20 USC 6318 **mandates** that such districts develop a policy, jointly with and agreed upon by parents/guardians and family members of participating students, that describes the means by which the district will address the components specified in items #1-6 below. Under each required component below are optional strategies for addressing the component, which should be modified to reflect the specific strategies jointly developed by the district and the parents/guardians and family members of participating students. In the state's Federal Program Monitoring process, California Department of Education (CDE) staff will check to ensure that the district has identified such strategies.

To ensure that parents/guardians and family members of students participating in Title I programs are provided with opportunities to be involved in their children's education, the ~~Superintendent or designee~~district shall:

Note: Pursuant to 20 USC 6318, districts must involve parents/guardians and family members in the development of the Title I local educational agency (LEA) plan described in 20 USC 6312; also see BP 6171 - Title I Programs. In California, all the requirements of the LEA plan are addressed in an addendum to the local control and accountability plan (LCAP). See BP 0460 - Local Control and Accountability Plan for further information about the development of the LCAP, including requirements for consultation with parents/guardians and other stakeholders and for the establishment of a parent advisory committee and English learner parent advisory committee.

- 1.- ~~\_\_\_~~ Involve parents/guardians of participating students and family members in the joint development of the Title I local educational agency (LEA) plan a district plan that meets the requirements of 20 USC 6312 and in the development of school support and improvement plans pursuant to 20 USC 6312 and the process of school review and improvement pursuant to 20 USC 6316311 (20 USC 6318)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 6171 - Title I Programs)

The Superintendent or designee may:

- a. ~~Establish~~In accordance with Education Code 52063, establish a district-level committee including parent/guardian representatives from each school site parent advisory committee and, as applicable, an English learner parent advisory committee to review and comment on the LEA district's local control and accountability plan (LCAP) in accordance with the review schedule established by the Governing Board of Education



- b.-      Invite input on the ~~LEA~~ plan from other district committees and school site councils  
(cf. 0420 - School Plans/Site Councils)  
(cf. 1220 - Citizen Advisory Committees)
  - c.-      Communicate with parents/guardians through the district newsletter, web site, or other methods regarding the ~~LEA~~-plan and the opportunity to provide input
  - d.-      Provide copies of working drafts of the ~~LEA~~ plan to parents/guardians in an understandable and uniform format and, to the extent practicable, in a language the parents/guardians can understand
  - e.-      Ensure that there is an opportunity at a public Board meeting for public comment on the ~~LEA~~-plan prior to the Board's approval of the plan or revisions to the plan
  - f.-      Ensure that school-level policies on parent ~~involvement/guardian and family engagement~~ address the role of school site councils and other parents/guardians as appropriate in the development and review of school plans
- 2.-      Provide coordination, technical assistance, and other support necessary to assist and build the capacity of Title I schools in planning and implementing effective parent ~~involvement/guardian and family engagement~~ activities to improve student academic achievement and school performance-, which may include meaningful consultation with employers, business leaders, and philanthropic organizations or individuals with expertise in effectively engaging parents/guardians and family members in education (20 USC 6318)  
(cf. ~~1700 - Relations Between Private Industry and the Schools~~)

The Superintendent or designee may:

- a.-      Assign ~~person(s) in the~~ district ~~office~~personnel to serve as a liaison to the schools regarding Title I parent ~~involvement/guardian and family engagement~~ issues
- b.      Identify funding and other resources, including community resources and services, that may be used to strengthen district and school parent/guardian and family engagement programs
- c.b.-      Provide training for the principal or designee of each participating school regarding Title I requirements for parent ~~involvement/guardian and family engagement~~, leadership strategies, and communication skills to assist ~~him/her~~ in facilitating the planning and implementation of ~~parent involvement~~related activities
- ~~e.- Provide ongoing district level workshops to assist school site staff and parents/guardians in planning and implementing improvement strategies, and seek input from parents/guardians in developing the workshops~~
- ~~d.-d.~~      With the assistance of parents/guardians, provide information and training to teachers and other staff regarding effective parent/guardian involvement practices and legal requirements

- e. Provide information to schools about the indicators and assessment tools that will be used to monitor progress

~~3. Build the capacity of schools and parents/guardians for strong parent involvement (20 USC 6318)~~

~~The Superintendent or designee shall: (20 USC 6318)~~

- a. ~~Assist parents/guardians in understanding such topics as the state's academic content standards and academic achievement standards, state and local academic assessments, the requirements of Title I, and how to monitor a child's progress and work with educators to improve the achievement of their children~~

~~(cf. 6011 Academic Standards)~~

~~(cf. 6162.5 Student Assessment)~~

~~(cf. 6162.51 Standardized Testing and Reporting Program)~~

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

- b. ~~Provide materials and training to help parents/guardians work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parent involvement~~

- e. ~~Educate teachers, student services personnel, principals, and other staff, with the assistance of parents/guardians, in the value and utility of parent/guardian contributions and in how to reach out to, communicate with, and work with parents/guardians as equal partners, implement and coordinate parent/guardian programs, and build ties between parents/guardians and the schools~~

~~(cf. 1131 Staff Development)~~

~~(cf. 1231 Staff Development)~~

~~(cf. 1331 Staff Development)~~

- d. ~~To the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, Parents as Teachers Program, public preschool, and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents/guardians in more fully participating in their children's education~~

- e. ~~Ensure that information related to school and parent/guardian programs, meetings, and other activities is sent to the parents/guardians of participating students in a format and, to the extent practicable, in a language the parents/guardians can understand~~

- f. ~~Provide other such reasonable support for parent involvement activities as parents/guardians may request~~

- g. ~~Inform parents/guardians and parent organizations of the existence and purpose of parent information and resource centers in the state that provide training, information, and support to parents/guardians of participating students~~

~~In addition, the Superintendent or designee may:~~

- a. ~~Involve parents/guardians in the development of training for teachers, principals, and other educators to improve the effectiveness of such training~~

- b. ~~Provide necessary literacy training, using Title I funds if the district has exhausted all other reasonably available sources of funding for such training~~

- c. ~~Pay reasonable and necessary expenses associated with parent involvement activities, including transportation and child care costs, to enable parents/guardians to participate in school-related meetings and training sessions~~

- d. ~~Train parents/guardians to enhance the involvement of other parents/guardians~~

- e. ~~Arrange school meetings at a variety of times or, when parents/guardians are unable to attend such conferences, conduct in-home conferences between parents/guardians and teachers or other educators who work directly with participating students~~



- ~~f. Adopt and implement model approaches to improving parent involvement~~
- ~~g. Establish a districtwide parent advisory council to provide advice on all matters related to parent involvement in Title I programs~~
- ~~h. Develop appropriate roles for community based organizations and businesses in parent involvement activities~~
- ~~i. Make referrals to community agencies and organizations that offer literacy training, parent education programs, and/or other services that help to improve the conditions of parents/guardians and families~~
- ~~(cf. 1020 - Youth Services)~~
- ~~j. Provide a master calendar of district activities and district meetings~~
- ~~k. Provide information about opportunities for parent involvement through the district newsletter, web site, or other written or electronic means~~
- ~~l. Engage parent teacher organizations to actively seek out and involve parents/guardians through regular communication updates and information sessions~~
- ~~(cf. 1230 - School Connected Organizations)~~
- ~~m. To the extent practicable, provide translation services at school sites and at meetings involving parents/guardians as needed~~
- ~~n. Provide training and information to members of district and school site councils and advisory committees to help them fulfill their functions~~
- ~~o. Regularly evaluate the effectiveness of staff development activities related to parent involvement~~
- ~~p. Include expectations for parent/guardian outreach and involvement in staff job descriptions and evaluations~~
- ~~(cf. 4115 - Evaluation/Supervision)~~
- ~~(cf. 4215 - Evaluation/Supervision)~~
- ~~(cf. 4315 - Evaluation/Supervision)~~
- ~~4. Coordinate and integrate Title I parent involvement/guardian and family engagement strategies with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Program for Preschool Youngsters, Parents as Teachers Program, public preschool, and other programs parent/guardian and family engagement strategies of other relevant federal, state, and local programs and ensure consistency with federal, state, and local laws (20 USC 6318)~~

The Superintendent or designee may:

- a. Identify overlapping or similar program requirements  
(cf. 0430 - Comprehensive Local Plan for Special Education)  
(cf. 2230 - Representative and Deliberative Groups)  
(cf. 3280 - Sale or Lease of District-Owned Real Property)  
(cf. 5030 - Student Wellness)  
(cf. 5148 - Child Care and Development)  
(cf. 5148.3 - Preschool/Early Childhood Education)  
(cf. 6174 - Education for English Learners)  
(cf. 6175 - Migrant Education Program)  
(cf. 6178 - Career Technical Education)
- b. Involve district and school site representatives from other programs to assist in identifying specific population needs
- c. Schedule joint meetings with representatives from related programs and share data and information across programs

d.      Develop a cohesive, coordinated plan focused on student needs and shared goals

~~5.4.~~ Conduct, with meaningful involvement of parents/guardians and family members, an annual evaluation of the content and effectiveness of the parent ~~involvement/guardian and family engagement~~ policy in improving the academic quality of the schools served by Title I ~~(20 USC 6318)~~

~~The Superintendent or designee shall: , including~~

~~a. Ensure that the evaluation include the~~ identification of ~~barriers: (20 USC 6318)~~

a. Barriers to greater participation in parent ~~involvement/guardian and family engagement~~ activities, with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background ~~(20 USC 6318)~~

b. ~~Use the evaluation results to design strategies for more effective parent involvement and, if necessary, to recommend changes in the parent involvement policy (20 USC 6318)~~

c. ~~Assess the district's progress in meeting annual objectives for the parent involvement program, notify The needs of parents/guardians of this review and family members, so they can better assist with their children's learning and assessment through regular engage with school communications mechanisms, personnel and provide a copy to parents/guardians upon their request (Education Code 11503) teachers~~

c. Strategies to support successful school and family interactions  
*(cf. 0500 - Accountability)*

The Superintendent or designee may:

a.      Use a variety of methods, such as focus groups, surveys, and workshops, to evaluate the satisfaction of parents/guardians and staff with the quality and frequency of district communications

b.      Gather and monitor data regarding the number of parents/guardians and family members participating in district activities and the types of activities in which they are engaged

c.      Recommend to the Board measures to evaluate the impact of the district's parent involvement/guardian and family engagement efforts on student achievement

Note: Although it is not mandated to be included in the district's policy or regulation, the following paragraph reflects a legal requirement of Education Code 11503 pertaining to evaluation of the district's parent/guardian involvement efforts.

The Superintendent or designee shall notify parents/guardians of this review and assessment through regular school communications mechanisms and shall provide a copy of the assessment to parents/guardians upon their request. (Education Code 11503)

5. Use the findings of the evaluation conducted pursuant to item #4 above to design evidence-based strategies for more effective parent/guardian and family involvement and, if necessary, to revise the parent/guardian and family engagement policy (20 USC 6318)

The Superintendent or designee may:

- a. Analyze data from the evaluation to identify parent/guardian and family engagement activities that have been successful and those activities that have had lower participation or less meaningful involvement by parents/guardians
  - b. Analyze parent/guardian and family participation to determine the level of participation by traditionally underrepresented groups
  - c. With the involvement of parents/guardians, recommend and draft proposed policy revisions to submit to the Board for consideration
6. Involve parents/guardians in the activities of schools served by Title I, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents/guardians or family members served by the district to adequately represent the needs of the population served by the district for the purposes of developing, revising, and reviewing the parent/guardian and family engagement policy (20 USC 6318)

-The Superintendent or designee may:

- a. Include information about school activities in district communications to parents/guardians and family members
- b. To the extent practicable, assist schools with translation services or other accommodations needed to encourage participation of parents/guardians with special needs and family members
- c. Establish processes to encourage parent/guardian input regarding their expectations and concerns for their children

~~The district's Board policy and administrative regulation containing parent~~In addition, the district shall promote the effective involvement strategies shall be incorporated into the LEA plan and distributed to of parents/guardians of students participating and support a partnership among the school, parents/guardians, and the community to improve student achievement by implementing the actions specified in Title I programs-item #7 of the section "School-Level Policies for Title I Schools" below. (20 USC 6318)

~~(cf. 5145.6 - Parental Notifications)~~

### **School-Level Policies for Title I Schools**

Note: The following section is for use by districts that receive federal Title I, Part A funds. 20 USC 6318 requires that each individual school receiving Title I funds have a written parent/guardian and family engagement policy, developed jointly with and agreed upon by parents/guardians and family members of participating students, that describes the means for carrying out the requirements of 20 USC 6318(c) through (f), reflected in items #1-8 below. The following section lists the required components but does not include specific strategies since those

should be added by each school. Schools may also use a template available on the web site of the California Department of Education, Title I School-Level Parental Involvement Policy, to develop the school-level policy.

At each school receiving Title I funds, a written policy on parent involvement/guardian and family engagement shall be developed jointly with ~~and agreed upon by~~ the parents/guardians and family members of participating students. ~~Such~~ The school policy shall describe the means by which the school will: (20 USC 6318)

- 1.— Convene an annual meeting, at a convenient time, to which all parents/guardians of participating students shall be invited and encouraged to attend, in order to inform parents/guardians of their school's participation in Title I and to explain Title I requirements and the right of parents/guardians to be involved
- 2.— Offer a flexible number of meetings, such as meetings in the morning or evening, for which related transportation, child care, and/or home visits may be provided as such services relate to parent/guardian involvement

3.— Note: As provided in item #3 below, 20 USC 6318 requires parent/guardian involvement in the development of the comprehensive plan required by 20 USC 6314 for schoolwide programs. Under state law (Education Code 64001), this plan must be incorporated into the school plan for student achievement covering all categorical programs in the state's consolidated application; see AR 6171 - Title I Programs and BP/AR 0420 - School Plans/Site Councils for further information about the development of this plan.

3. Involve parents/guardians in an organized, ongoing, and timely way in the planning, review, and improvement of Title I programs, including the planning, review, and improvement of the school's parent involvement/guardian and family engagement policy and, if applicable, the joint development of the plan for schoolwide programs pursuant to 20 USC 6314

The school may use an existing process for involving parents/guardians in the joint planning and design of the school's programs provided that the process includes adequate representation of parents/guardians of participating students.

- 4.— Provide the parents/guardians of participating students all of the following:
  - a.— Timely information about Title I programs
  - b.— A description and explanation of the school's curriculum, forms of academic assessment used to measure student progress, and the proficiency achievement levels ~~students are expected to meet~~ of the state academic standards  
(cf. 5121 - Grades/Evaluation of Student Achievement)  
(cf. 5123 - Promotion/Acceleration/Retention)
  - c.— If requested by parents/guardians, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions related to ~~their children's education, and, as soon as practicably possible, responses to the suggestions of parents/guardians~~ their children's education. The district shall respond to any such suggestions as soon as practicably possible.

- 5.— If the schoolwide program plan is not satisfactory to the parents/guardians of participating students, submit any parent/guardian comments when the school makes the plan available to the district

Note: 20 USC 6318 requires Title I schools to develop a school-parent compact as provided in item #6 below. U.S. Department of Education non-regulatory guidance, Parental Involvement: Title I, Part A, provides a sample template that schools may use in the development of the school-parent compact.

6. Jointly develop with the parents/guardians of participating students a school-parent compact that outlines how parents/guardians, the entire school staff, and students will share responsibility for improved student academic achievement and the means by which the school and parents/guardians will build a partnership to help students achieve state standards

~~(cf. 0520.1 - High Priority Schools Grant Program)~~

This compact shall address:

- a.— The school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to achieve the state's studentchallenging academic achievement standards
- b.— Ways in which parents/guardians will be responsible for supporting their children's learning, ~~such as monitoring attendance, homework completion, and television viewing;~~ volunteering in the classroom; and participating, as appropriate, in decisions related to their children's education and the positive use of extracurricular time
- (cf. 1240 - Volunteer Assistance)*  
*(cf. 5020 - Parent Rights and Responsibilities)*  
*(cf. 5113 - Absences and Excuses)*  
*(cf. 6145 - Extracurricular/Cocurricular Activities)*  
*(cf. 6154 - Homework/Makeup Work)*
- c.— The importance of communication between teachers and parents/guardians on an ongoing basis through, at a minimum:
- (1)— Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as it relates to the student's achievement
- (2)— Frequent reports to parents/guardians on their children's progress
- (3)— Reasonable access to staff, opportunities to volunteer and participate in their child's classroom, and observation of classroom activities

~~7. Build the capacity of the~~ (4)Regular two-way, meaningful communication between family members and school and staff, and, to the extent practicable, in a language that family members can understand

7. Promote the effective involvement of parents/guardians for strong parent involvement by implementing and support a partnership among the school, parents/guardians, and the community to improve student achievement through the following actions:
- a. Assist parents/guardians in understanding such topics as the state academic standards, state and local academic assessments, the requirements of Title I, and how to monitor a child's progress and work with educators to improve the achievement of their children  
*(cf. 6011 - Academic Standards)*  
*(cf. 6162.5 - Student Assessment)*  
*(cf. 6162.51 - State Academic Achievement Tests)*
  - b. Provide parents/guardians with materials and training, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to help them work with their children to improve their children's achievement
  - c. With the assistance of parents/guardians, educate teachers, specialized instructional support personnel, principals and other school leaders, and other staff, in the value and utility of parent/guardian contributions and in how to reach out to, communicate with, and work with parents/guardians as equal partners, implement and coordinate parent/guardian programs, and build ties between parents/guardians and the schools  
*(cf. 4131 - Staff Development)*  
*(cf. 4231 - Staff Development)*  
*(cf. 4331 - Staff Development)*
  - d. To the extent feasible and appropriate, coordinate and integrate parent/guardian involvement programs and activities described in items #3a-f in the section "District Strategies" with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents/guardians in fully participating in their children's education
  - e. Ensure that information related to school and parent/guardian programs, meetings, and other activities is sent to the parents/guardians of participating students in a format and, to the extent practicable, in a language the parents/guardians can understand
  - f. Provide other such reasonable support for parent/guardian involvement activities as parents/guardians may request

<p>Note: Items #7a-q below are <b>optional</b> and should be revised to reflect district practice. Items #7a-h are authorized, but not required, by 20 USC 6318.</p>
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In addition, the school plan may include strategies to:

- a. Involve parents/guardians in the development of training for Title I Schools" above teachers, principals, and other educators to improve the effectiveness of such training

- ~~8. To the extent practicable, b. Provide necessary literacy training, using Title I funds if the district has exhausted all other reasonably available sources of funding for such training~~
- ~~c. Pay reasonable and necessary expenses associated with parent/guardian involvement activities, including transportation and child care costs, to enable parents/guardians to participate in school-related meetings and training sessions~~
- ~~d. Train parents/guardians to enhance the involvement of other parents/guardians~~
- ~~e. Arrange school meetings at a variety of times or, when parents/guardians are unable to attend such conferences, conduct in-home conferences between parents/guardians and teachers or other educators who work directly with participating students, in order to maximize parent/guardian involvement and participation~~
- ~~f. Adopt and implement model approaches to improving parent/guardian involvement~~
- ~~g. Establish a parent advisory council to provide full advice on all matters related to parent/guardian involvement in Title I programs~~
- ~~h. Develop appropriate roles for community-based organizations and businesses in parent/guardian involvement activities~~
- ~~i. Make referrals to community agencies and organizations that offer literacy training, parent/guardian education programs, and/or other services that help to improve the conditions of parents/guardians and families  
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)~~
- ~~j. Provide a master calendar of district/school activities and meetings~~
- ~~k. Provide information about opportunities for parent/guardian and family engagement through the district newsletter, web site, or other written or electronic means~~
- ~~l. Engage parent-teacher organizations to actively seek out and involve parents/guardians through regular communication updates and information sessions  
(cf. 1230 - School-Connected Organizations)~~
- ~~m. To the extent practicable, provide translation services at school sites and at meetings involving parents/guardians and family members as needed~~
- ~~n. Provide training and information to members of district and school site councils and advisory committees to help them fulfill their functions~~
- ~~o. Provide ongoing workshops to assist school site staff, parents/guardians, and family members in planning and implementing improvement strategies, and seek their input in developing the workshops~~



- p. Regularly evaluate the effectiveness of staff development activities related to parent/guardian and family engagement
- q. Include expectations for parent/guardian outreach and involvement in staff job descriptions and evaluations  
*(cf. 4115 - Evaluation/Supervision)*  
*(cf. 4215 - Evaluation/Supervision)*  
*(cf. 4315 - Evaluation/Supervision)*
8. To the extent practicable, provide opportunities for the informed participation of parents/guardians and family members (including parents/guardians and family members with limited English proficiency, parents/guardians and family members with disabilities, and parents/guardians and family members of migrant children), including providing information and school reports required under 20 USC 6311(h) in a format and language such parents/guardians can understand

~~Each school's If the school has a parent involvement policy shall be made available that applies to the local community and distributed to all parents/guardians of participating students in an understandable and uniform format and, to the extent practicable, provided in a language the parents/guardians can understand., it may amend that policy to meet the above requirements.~~ (20 USC 6318)

Note: The following paragraph is **optional**. Education Code 64001 requires that the school plan for student achievement covering the categorical programs in the state's consolidated application, including Title I schoolwide programs, be annually reviewed by the school site council and submitted to the Board for approval; see BP/AR 0420 - School Plans/Site Councils.

Each school receiving Title I funds shall annually evaluate the effectiveness of its parent ~~involvement/guardian and family engagement~~ policy. Such evaluation may be conducted during the process of reviewing the ~~school's single~~ school plan for student achievement in accordance with Education Code 64001.

The ~~principal or designee, jointly with parents/guardians of participating students,~~ school's policy shall be periodically ~~update the school's policy~~ updated to meet the changing needs of parents/guardians and the school. (20 USC 6318)

### **District Strategies for Non-Title I Schools**

Note: The following section is for use by districts that do not receive any Title I funds or that have one or more individual schools that do not receive Title I funds. Education Code 11504 **mandates** the Board to adopt a policy on parent/guardian involvement, applicable to each school that does not receive Title I funds, that is consistent with the purposes and goals in Education Code 11502 as reflected in items #1-5 below. Subitems under items #1-5 are **optional** strategies for carrying out the legal requirement and should be revised to reflect district practice. The district may instead develop one administrative regulation applicable to both Title I and non-Title I schools, provided it meets the requirements below and in the sections above.

For each school that does not receive federal Title I funds, the Superintendent or designee shall, at a minimum:

- 1.- Engage parents/guardians and family members positively in their children's education by helping them develop providing assistance and training on topics such as state academic



standards and assessments to increase their knowledge and skills to use at home ~~that~~to support their children's academic efforts at school and their children's development as responsible members of society (Education Code 11502, 11504)

The Superintendent or designee may:

- a.      Provide or make referrals to literacy training and/or parent education programs designed to improve the skills of parents/guardians and enhance their ability to support their children's education
  - b.      Provide information, in parent handbooks and through other appropriate means, regarding academic expectations and resources to assist with the subject matter
  - c.      Provide parents/guardians with information about students' class assignments and homework assignments
2.      Inform parents/guardians that they can directly affect the success of their children's learning, by providing them with techniques and strategies that they may use to improve their children's academic success and to assist their children in learning at home (Education Code 11502, 11504)

The Superintendent or designee may:

- a.      Provide parents/guardians with information regarding ways to create an effective study environment for their children at home and to encourage good study habits
  - b.      Encourage parents/guardians to monitor their children's school attendance, homework completion, and television viewing
  - c.      Encourage parents/guardians to volunteer in their child's classroom and to participate in school advisory committees
3.      Build consistent and effective two-way communication between the home and school so that parents/guardians and family members may know when and how to assist their children in support of classroom learning activities (Education Code 11502, 11504)

The Superintendent or designee may:

- a.      Ensure that teachers provide frequent reports to parents/guardians on their children's progress and hold parent-teacher conferences at least once per year with parents/guardians of elementary school students
- b.      Provide opportunities for parents/guardians to observe classroom activities and to volunteer in their child's classroom
- c.      Provide information about parent involvement/guardian and family engagement opportunities through district, school, and/or class newsletters, the district's web site, and other written or electronic communications

- d.- \_\_\_ To the extent practicable, provide notices and information to parents/guardians in a format and language they can understand
  - e.- \_\_\_ Develop mechanisms to encourage parent/guardian input on district and school issues
  - f.- \_\_\_ Identify barriers to parent/guardian and family participation in school activities, including parents/guardians and family members who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background
  - g.- \_\_\_ Encourage greater parent/guardian participation by adjusting meeting schedules to accommodate parent/guardian needs and, to the extent practicable, by providing translation or interpreter services, transportation, and/or child care
- 4.- \_\_\_ Train teachers ~~and~~, administrators, specialized instructional support personnel, and other staff to communicate effectively with parents/guardians as equal partners (Education Code 11502, 11504)

The Superintendent or designee may:

- a.- \_\_\_ Provide staff development to assist staff in strengthening two-way communications with parents/guardians, including parents/guardians who have limited English proficiency or limited literacy
  - b.- \_\_\_ Invite input from parents/guardians regarding the content of staff development activities pertaining to home-school communications
- 5.- \_\_\_ Integrate and coordinate parent ~~involvement programs into school plans for academic accountability/guardian and family engagement activities within the LCAP with other activities~~

The Superintendent or designee may:

- a.- \_\_\_ Include parent ~~involvement/guardian and family engagement~~ strategies in school reform or school improvement initiatives
- b.- \_\_\_ Involve parents/guardians and family members in school planning processes



# Sierra County/Sierra-Plumas Joint USD

## Board Policy

### Instruction

BP 6115

### CEREMONIES AND OBSERVANCES

The Governing Board of Education recognizes the importance of having students join together to observe holidays, celebrate events of cultural or historical significance or to, and acknowledge the contributions of outstanding individuals. Besides helping in society. On days designated by the Board, staff shall provide students to appreciate their pluralistic heritage, holidays, ceremonies and observances can enhance their sense of community, instill pride in our country with appropriate commemorative exercises so that they may acquire the knowledge, skills, and contribute to a positive school climate principles essential for informed, responsible citizenship in a democratic society.

*(cf. 6111 - School Calendar)*

*(cf. 6141.6 - ~~Multicultural~~2 - Recognition of Religious Beliefs and Customs)*

*(cf. 6142.94 - History-Social Science Instruction)*

*(cf. 6142.3 - Civic Education)*

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

Note: Education Code 37220 lists holidays on which district schools must be closed. See the accompanying administrative regulation. Pursuant to Education Code 37220, the Governing Board may designate any other day as a holiday.

District schools shall be closed on the holidays specified in Education Code 37220 and on any other day designated as a holiday by the Board. The Board may, by adoption of a resolution, revise the date upon which schools close in observance of any holiday except Veterans Day, which shall be celebrated on its actual date. (Education Code 37220)

In addition, the Board may, through the adoption of a resolution, authorize the display of symbolic flags or banners in support of specific awareness months.

*(cf. 6144 - Controversial Issues)*

#### Legal Reference:

##### EDUCATION CODE

37220-~~37223~~ ~~Saturdays~~37222.20 Holidays and holidays commemorative events

44015.1 Week of the school administrator ~~School Administrator~~

45203 Paid holidays, classified employees

45460 Classified employee week ~~School Employee Week~~

52720-~~Daily performance of patriotic~~52730 Patriotic exercises in public schools and instruction

##### GOVERNMENT CODE

430-439 Display of flags

3540-3549.3 Meeting and negotiating

##### UNITED STATES CODE, TITLE 4

6 Time and occasion for display of flag

7 Position and manner of display of flag

UNITED STATES CODE, TITLE 36

106 Constitution Day and Citizenship Day

106 Note Educational program on the U.S. Constitution

COURT DECISIONS

Newdow v. Rio Linda Union School District, 597 F.3d 1007, 1012 (9th Cir. 2010)

West Virginia State Board of Education et al v. Barnette et al, (1943) 319 U.S. 624-(1943)

Management Resources:

WEB SITES

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

California Department of Education, History/Social Science Instructional Materials:

<http://www.cde.ca.gov/ci/hs/im>

SIERRA COUNTY OFFICE OF EDUCATION  
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT  
Policy adopted: April 10, 2007

# Sierra County/Sierra-Plumas Joint USD

## Administrative Regulation

### Instruction

AR 6115

### CEREMONIES AND OBSERVANCES

#### Holidays

Note: The following list may be expanded to reflect district practice. Education Code 37220 specifies holidays on which public schools must be closed, and allows the Governing Board to designate any other day as a holiday. See the accompanying Board policy. In addition, Education Code 37220 provides that the Board, by adoption of a resolution, may revise the date upon which district schools close in observance of any of these holidays except Veterans Day, which must be celebrated on its actual date.

Education Code 37220.5 and 37220.7 authorize the closing of school on March 31 in observance of Cesar Chavez Day and/or on the fourth Friday in September for Native American Day, provided that the Board agrees to do so in a memorandum of understanding reached with employee bargaining units pursuant to Government Code 3540-3549.3. If the district has such an agreement, the holiday(s) should be added to the following list.

Education Code 37220 provides that a district may, if it so chooses, allow community groups to use school facilities on those dates when the school is closed for a holiday. See BP/AR 1330 - Use of School Facilities.

District schools shall be closed on the following holidays: (Education Code 37220)

~~New Year's Eve~~/New Year's Day

~~December 31~~/January 1

Dr. Martin Luther King Jr. Day

Third Monday in January or the Monday or Friday of the week in which January 15 occurs

Lincoln Day

The Monday or Friday of the week in which February 12 occurs

Washington Day

Third Monday in February

Memorial Day

Last Monday in May

Independence Day

July 4

Labor Day

First Monday in September

Veterans Day

November 11

Thanksgiving Day~~/~~

The Thursday in November designated by the President

~~Day After Thanksgiving~~ ————— ~~President and the following day~~

~~Christmas Eve~~

Christmas Day

December ~~24~~/~~December~~ 25

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

In addition, schools shall be closed on any day designated by the Governor or President for a holiday, any special or limited holiday on which the Governor provides that the schools shall close, and any other day designated as a holiday by the Governing Board and/or negotiated with employee organizations. (Education Code 37220)

Holidays which fall on a Sunday shall be observed the following Monday. Holidays which fall on a Saturday shall be observed the preceding Friday, ~~except when a local holiday is in conflict with a school day as adopted per the school calendar.~~ If any of the above holidays ~~occurs~~ under federal law on a date different from that indicated above, the Governing Board may close the schools on the date recognized by federal law instead of on the date above. (Education Code 37220)

(cf. 6111 - School Calendar)

### Commemorative Exercises

Note: The following section lists special days that schools are required by state and/or federal law to observe with suitable commemorative exercises.

In addition to commemorative exercises that are required by law, Education Code 37222-37222.20 and 51009, as well as various legislative resolutions, have designated other days of special significance on which schools are encouraged, but not required, to conduct appropriate commemorative exercises, including, but not limited to: (1) School Board Recognition Month in January; (2) Ed Roberts Day on January 23; (3) Fred Korematsu Day of Civil Liberties and the Constitution on January 30; (4) Ronald Reagan Day on February 6; (5) Lunar New Year on the date corresponding with the second new moon following the winter solstice, or the third new moon following the winter solstice if an intercalary month intervenes; (6) Week of the School Administrator on the first full week of March; (7) California Agriculture Day on the first day of spring each year; (8) Welcome Home Vietnam Veterans Day on March 30; (9) Cesar Chavez on March 31; (10) California Poppy Day on April 6; (11) Dolores Huerta Day on April 10; (12) John Muir Day on April 21; (13) Labor History Month in May; (14) the Day of the Teacher on the second Wednesday in May; (15) Harvey Milk Day on May 22; (16) Native American Day on the fourth Friday in September; (17) Larry Itliong Day on October 25; and (18) Bill of Rights Day on December 15. The California Department of Education's web site includes a calendar of events listing other days for which special recognition is encouraged. The list below may be modified to include any optional days of special significance so designated by the Board.

District schools shall hold exercises in accordance with law to commemorate the following special days: (Education Code 37220, 37221, 45460)

<u>Day</u>	<u>Observance</u>
U.S. Constitution and Citizenship Day	On or near September 17
Dr. Martin Luther King, Jr. Day	The Friday before the day schools are closed for this holiday
Abraham Lincoln's Birthday	The school day before the day schools are closed for this holiday
Susan B. Anthony Day	February 15
George Washington's Birthday	The Friday preceding the third Monday in February

Black American Day	March 5
Conservation, Bird, and Arbor Day	March 7
Classified Employee Week	Third week in May

Commemorative exercises shall be integrated into the regular educational program to the extent feasible.

*(cf. 6142.94 - History-Social Science Instruction)*

*(cf. 6142.3 - Civic Education)*

### **Patriotic Exercises**

Note: Education Code 52720 requires all schools to conduct patriotic exercises daily. Pursuant to Education Code 52720 and 52730, this requirement may be satisfied by reciting the Pledge of Allegiance and/or through the instruction described below.

Each school shall conduct patriotic exercises daily. ~~These patriotic exercises shall consist of the reciting of the Pledge of Allegiance and may also, which may include the Pledge of Allegiance to the Flag of the United States and/or~~ instruction that promotes understanding of the concepts of "pledge," "allegiance," "republic," and "indivisible" and understanding of the importance of the pledge as an expression of patriotism, love of country, and pride in the United States. (Education Code 52720, 52730)

Note: The following paragraph is for use by districts maintaining elementary schools.

At elementary schools, such exercises shall be conducted at the beginning of each school day. (Education Code 52720)

Note: The following paragraph is for use by districts maintaining secondary schools. Education Code 52720 mandates that the Board adopt regulations pertaining to the conduct of patriotic exercises in secondary schools. The following paragraph should be revised to reflect district practice.

At secondary schools, such exercises shall be conducted during the homeroom period.

Note: In *Newdow v. Rio Linda Union School District*, the Ninth Circuit Court of Appeals upheld a school policy permitting teacher-led recitation of the Pledge of Allegiance pursuant to Education Code 52720 where students were permitted by policy to decline participation for personal reasons. In *West Virginia State Board of Education et al. v. Barnette et al.*, the court held that individuals may not be compelled to salute the flag or to stand during the salute.

A student may choose not to participate in the flag salute or Pledge of Allegiance for personal reasons.



## Display of Flag

The flag of the United States and the flag of California shall be displayed during business hours at the entrance or on the grounds of every district school and on or near the district office. At all times, the national flag shall be placed in the position of first honor. (Government Code 431, 436; 4 USC 6)

When displayed on a building or on a flagstaff in the open, the national flag shall be displayed only from sunrise to sunset unless properly illuminated during the hours of darkness. The flag should not be displayed during inclement weather unless an all-weather flag is used. (4 USC 6)

The national flag shall fly at half-staff on the following occasions: (4 USC 7)

1. For 30 days from the death of the President or a former President
2. For 10 days from the death of the Vice President, the Chief Justice or a retired Chief Justice, or the Speaker of the House of Representatives
3. From the day of death until interment of an Associate Justice of the Supreme Court, a secretary of an executive or military department, former Vice President, or the Governor of a state
4. On the day of death and the following day for a Member of Congress
5. On Memorial Day, until noon only
6. On Peace Officers Memorial Day (May 15), unless it falls on Armed Forces Day
7. Upon a proclamation from the Governor in the event of the death of a present or former official of the state government or a member of the Armed Forces from the state who has died while serving on active duty
8. On other occasions by order of the President and in accordance with presidential instructions or orders

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